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ABSTRACT

This report describes the collection management and development policy of, and the diverse collections housed at, Jacksonville State University's Houston Cole Library. The first part of the report consists of a detailed collection management and development policy statement, beginning with the history of the library, the physical disposition of the collections, and the roles and responsibilities of the Collection Management and Development Group (MDG) and going on to discuss policies on all categories of acquisitions and all related library functions. The second, and larger part of the report, consists of a series of narrative statements describing the library's collections for the following subject areas: agriculture; the Alabama Gallery; American literature; art; audiovisual; auxiliary sciences of history; biology; chemistry; commerce and business administration; communication; criminal justice; drama; education; English literature; family and consumer science; general works; geography and anthropology; geology; government documents; history; languages and related literatures; law; library science and bibliography; mathematical, computing, and information sciences; military science; music; nursing; philosophy, ethics, and religion; physics and engineering; political science and public administration; psychology; sociology and social work; technology; and Western European literature. Included in the appendix are a list of definitions of collection level indicators, a directory of the CMDG members, a 13-item bibliography, and a topical index. (MAB)

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COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

Compiled and edited
by
William Abbot Henderson and Sonja L. McAbee

Jacksonville State University
1991

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Jacksonville State University — William Henderson
May 15, 1991 — Sonja McAbee

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PREFACE

In 1989, recognizing that the Houston Cole Library had no formal Collection Management and Development Policy, development of such a policy was identified as an objective in the library's first five-year plan. Under the mandate of William Hubbard, the University Librarian, the Collection Management and Development Group was created. The goals of this group were: to write a collection management and development policy; to assess the library's collections using accepted standardized measurement techniques; and to describe the collection in a comprehendible language for comparability with the Network of Alabama Academic Libraries and libraries throughout the country.

Using sample policies from a variety of academic libraries and following the outline of the American Library Association's Guide for Written Collection Policy Statements, the General Collection Management and Development Policy was written and a boilerplate was created for the subject specialists to describe their diverse collections. Assessment of the collections was done following techniques evaluated by the American Library Association's Guide to the Evaluation of Library Collections and Nancy Powell's Pacific Northwest Collection Assessment Manual.

Because of staff and time considerations, the Collection Management and Development Group elected to employ the following evaluation methodologies: check-lists; direct collection examination; shelflist measurements; WLN Conspectus sheets; and comparative analysis of statistics extracted from the OCLC/AMIGOS Collection Analysis Service.

As collection assessment is a continuous process, the resulting evaluations have been compiled in a loose-leaf format to facilitate updating. This companion volume to the Houston Cole Library Collection Management and Development Policy and Statement is entitled The Houston Cole Library Collection's Assessments.

Jacksonville State University

Houston Cole Library

Collection Management and Development Policy

JACKSONVILLE STATE UNIVERSITY
HOUSTON COLE LIBRARY
COLLECTION MANAGEMENT AND DEVELOPMENT POLICY

I. Introduction

A.) Jacksonville State University's Collection Management and Development Policy describes the Houston Cole Library's collection management and acquisition endeavors and their relationship to the needs of the University's academic, research, and service programs. The policy is directed primarily to the library's subject specialists, Acquisitions Librarian, Serials Librarian, Director of Nonprint Media, Alabama Gallery Librarian, and Government Documents Librarian, and secondarily to the teaching faculty and instructional staff of the University. A tertiary audience, who may find it useful, would include interested patrons and potential resource-sharing libraries and institutions within the state and region. The policy is a combination of narrative statements that follow the format outlined in the American Library Association's Guide for Written Collection Policy Statements and qualitative and quantitative assessments. The assessments are derived from a combination of shelflist measurements, list checking, and conspectus data adapted from the WLN Collection Assessment Services collection assessment manual.

B.) Jacksonville State University is a state-supported, coeducational institution located in Northeast Alabama, serving primarily the citizens of that area. Its purpose is to provide quality education, integrating traditional academic pursuits with career-oriented programs. The undergraduate colleges offer the B.S., B.A., B.F.A., B.S. in Education, B.Mu, B.S.W., and B.T. degrees, and basic engineering and pre-professional training for medicine, law, veterinary medicine, pharmacy, and agriculture. The Graduate School offers the M.A., M.S., M.S. in Education, M.B.A., M.P.A., and Ed.S. degrees. In addition, the University provides service to the communities in Northeast Alabama through consulting and research activities and continuing education programs.

C.) The Collection Management and Development Policy is intended to assist the various librarians in the selection of library materials for the collections and to serve as a guide to library resources for the faculty and other patrons. It supports the librarians in the decision-making process regarding routine acquisitions, serials and standing orders, gifts and exchange assessments, and in establishing priorities to guide organization, retrospective conversion, and preservation decisions. In addition, the policy defines the scope of the existing collections and outlines recommendations for future development of collections. It describes collection management and development practices to assist librarians and teaching faculty with the selection and deselection/replacement of materials in a consistent and fiscally responsible manner. The policy is intended to build better communication lines between teaching faculty and librarians with collection development responsibilities, enabling them to evaluate progress in meeting collection goals. It should provide basic information to prepare and allocate library materials funds. Finally, it should document areas in which cooperative programs exist, and serve as the basis for identifying areas for future cooperative collection development programs.

D.) The Houston Cole Library adheres to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the association's Library Bill of Rights.

E.) Jacksonville State University traces its origins to the establishment, in 1836, of the Jacksonville Male Academy and, in 1837, of the Jacksonville Female Academy. In 1869, Calhoun College was founded; two years later Jacksonville Male Academy merged with the college. The Alabama Legislature, in 1883, established the State Normal School, whereupon Calhoun College closed its doors transferring its land, its one building, books and equipment to the school, which previously had absorbed the Jacksonville Female Academy. In 1929, the State Board of Education authorized the normal schools in Alabama to become four-year degree-granting institutions, thus Jacksonville State Normal School became Jacksonville State Teachers College. Because of the diversity of the curriculum, the word "Teachers," was dropped from the institution's name in 1957. In 1966, the Alabama Legislature and the Alabama State Board of Education changed the college's name to Jacksonville State University, removing administration of the institution from the State Board of Education to a Board of Trustees.

The Library at Jacksonville State University reflects this diversified past. Information about the Library and its collections prior to 1913 is sketchy. The first library facility mentioned in the Normal School Bulletin appeared in the 1913 issue and relates that the Library was housed in Hames Hall. After one renovation of the Library, in 1924, the collection was moved to the third floor of Bibb Graves in 1930. Funds from the Public Works Administration enabled the college, in 1939, to erect its first totally dedicated library building, which was subsequently named the Ramona Wood Library, after the College Librarian who served from 1921-1953. Wings were added to the Library in 1963 and 1968. In 1972, the Houston Cole Library was completed and Ramona Wood was remodeled to house the College of Education. With thirteen stories the Houston Cole Library stands as the tallest academic edifice in the state. The number of books transferred from Calhoun College to the Normal School is not known, but one source indicates that the school held approximately 1,000 books and subscribed to 20 journals and newspapers by the turn of the century. Accession records date from 7 April 1908 and report holdings of 996 volumes. Between 1908 and 1940 the collection grew to 37,000 volumes, reflecting an annual growth rate of slightly over 1,000 volumes. The collection continued to grow slowly until the middle 1960's when the institution envisioned its mission as that of a comprehensive university, supporting the teaching, research, and service functions of its larger and increasingly diverse faculty and student body. This change in philosophy witnessed a significant increase in the library operations budget; the book budget increased from $30,000 to over $300,000 between 1961 and 1971. The rapid increase also witnessed the growth in the number of professional librarians to maintain the collections and a marked variety in the format of library materials acquired. As the University's mission began to encompass a more comprehensive research purpose, the library began to purchase primary source materials to fulfill this mission. In the mid-eighties the availability of funds did not increase with the inflation rate of library materials, thus decreasing the number of titles added each year. This decline in purchasing power is illustrated by the decrease in the number of titles added: from 19,600 in 1977 to 7,500 in 1987. Despite the library's inability to keep abreast of inflationary monographic and serials costs the current library holdings reflect a respectable collection consisting of over 500,000 monographic volumes, 68,000 bound serials, 2,000 current journal subscriptions, 900,000 microforms, and 25,000 audio visual items. The physical environment of the Houston Cole Library has, to a great extent, dictated the arrangement of the collections and the operations of the public services librarians. Housed in a thirteen-story tower, the collections have had to be divided onto nine separate floors. This arrangement has necessitated that not all library materials would be organized in a sequential Library of Congress Classification (LCC) scheme, as in most libraries. It has, however, given the opportunity for Librarians to arrange the collections along an interdisciplinary concept. Thus, with the exceptions of the second, fifth, and tenth floors, the library materials are organized in LCC and Dewey sequences and share some subject relationship. The collections are housed in the following arrangement:

Basement:	Audio-Visuals
2nd Floor:	General Works; Auxiliary Sciences of History; Philosophy, Ethics, & Religion; Library Science & Bibliography; Psychology
3rd Floor:	History; Geography & Anthropology
4th Floor:	Commerce & Business Administration; Criminal Justice; Political Science & Public Administration; Sociology & Social Work
5th Floor:	Education
6th Floor:	Art; Music; Languages and Related Literatures; Communications; Drama
7th Floor:	English Literature; American Literature; Western European Literature
9th Floor:	Biology; Chemistry; Geology; Nursing; Mathematical, Computing, and Information Sciences; Physics & Engineering
10th Floor:	Technology; Family and Consumer Science; Law; Military Science; Agriculture; Alabama Gallery

F.) The primary members of the Collection Management and Development Group (CMDG) are the subject specialists, the Serials Librarian, the Acquisitions

Librarian, the Director of Nonprint Media, the Alabama Gallery Librarian, and the Government Documents Librarian. They meet as a group to discuss common problems and goals, and to develop methods to facilitate the selection and acquisition of essential library materials. Equally important are their formal and informal liaisons with various library user groups. The subject specialists and selective librarians are expected to maintain close communications with the teaching faculty and academic departments within their disciplines to insure currency and appropriateness of selected materials, and to prepare for future programs and departmental needs. Members of CMDG are also guided in the selection process through professional readings and involvement in extracurricular University and Library activities. Informal liaisons are maintained with teaching faculty, students and other library patrons through the subject specialist's and librarian's capacity as a reference or resource person. This contact with library patrons permits the librarian to assess on a daily basis the circulation, usage, and research needs of the University community.

G.) In addition to their responsibility as selectors and departmental liaisons, the CMDG members share a responsibility to develop and enact programs and policies for the management of the library's collections. These responsibilities include a program for the preservation of library materials, the development of a library storage plan, a library materials deselection/replacement policy, and a current library disaster plan. In order to accomplish these goals, the CMDG must work closely with the library administration and the technical services librarians to insure that the policies and the programs developed reflect current and cost-effective library management practices.

H.) Currently Jacksonville State University has no cooperative collection development agreements with any other institutions in the state or region. It does, however, enjoy membership in the Network of Alabama Academic Libraries (NAAL), which promotes and funds resource-sharing throughout the state through selective acquisitions and collection enhancement grants. Other resource-sharing programs which the Houston Cole Library participates in are the ALICAT State Union Catalog, and the Alabama Union List of Serials (AULS), both administered by the Alabama Public Library Service (APLS). Both programs enhance interlibrary loan cooperation throughout the state. Another cooperative endeavor involves the Library and the Gadsden-Etowah County Library in the generation of a "Collection and

Holdings Lists," extracted from the Government Printing Office's List of Item Selections. In addition, Jacksonville State University offers upper-division, off-site degree programs at Gadsden State Community College. The Library supports these programs through telefacsimile (FAX) and online catalog services for the students and faculty.

II. General Collection Management and Development Policy

Monographs: The teaching faculty is invited and encouraged to participate in the Collection Management and Development process. Monographic orders are accepted from any faculty member, staff member, or student. The majority of requests are initiated by nonlibrary faculty. Requests are routed to the Acquisitions Librarian, who then routes them to the appropriate subject specialist. The subject specialist reviews the request to check for duplication and determines its appropriateness for inclusion in the collection. If acceptable, the request is returned to the Acquisitions Librarian for processing and encumbrance.

Serials: Usually, serial orders are initiated by the teaching faculty or the subject specialists and are placed with the Serials Librarian. For teaching faculty requests, the Serials Librarian evaluates and places in priority order the requested new subscriptions and routes them to the appropriate subject specialist. After a second evaluation and priority ranking, the request is returned to the Serials Librarian. Due to the unique nature of serials, new subscription requests are normally held until the annual renewal date. New orders are dependent upon cancellations of current subscriptions and the status of the upcoming fiscal year's serials budget.

A.) Format of Material:

1.) Monographs: Monographs are acquired for all disciplines. They are usually acquired through jobbers who purchase the materials from trade, professional, and university press publishers. In addition, other monographs are acquired through standing orders, blanket orders, approval plans, and by direct purchase from the publisher.

2.) Serials: EBSCO is the library's serials vendor and most subscriptions and serial standing orders are acquired through its service. Selected serials are ordered directly from the publisher or association. Serials are purchased in all areas of the curriculum, as are those of a popular or current awareness nature.

3.) Newspapers: Newspapers are acquired on a selective basis. Emphasis is placed on regional, state, and major U.S. and foreign newspapers. Indexed newspapers receive highest priority. Selected newspapers are bound or purchased on microform.

4.) Loose-leaf Materials: Both the Acquisitions and Serials departments subscribe to loose-leaf and update services.

5.) Textbooks: With the exception of the materials for the Textbook Collection, the acquisition of textbooks is strongly discouraged. Exceptions are allowed at the specific request of an instructor, who requests the material for Reserve, or when the work itself is of a seminal, historical, or other significant nature.

6.) Reprints: Reprints are evaluated in the same manner as other monographic and serial requests.

7.) Dissertations and Theses: Acquired on a selective basis, usually at the request of a teaching faculty member. One copy of all theses from Jacksonville State University is acquired for the Alabama Gallery.

8.) Paperbacks: Acquired when hardcover copy is unavailable or is of such prohibitive cost that the paper copy purchase is justified.

9.) Microforms: Monographic microforms are acquired on a selective basis. Serials microforms are regularly purchased with regard to price, space, and usage considerations.

10.) Maps: Maps and charts are purchased on a selective basis. GPO maps are supplied as part of the Selective Depository program and are housed in the JSU Map Library located in Martin Hall.

11.) Pamphlets: With the exception of one standing-order plan, pamphlets are acquired only on a highly selective basis. Preference is given to free items.

12.) Art Works: Not collected.

13.) Posters: Are acquired on a very selective basis. Preference is given to free items.

14.) Musical Scores: Musical scores are purchased selectively.

15.) Sound Recordings: Sound recordings are collected. Most music sound recordings are housed in Mason Hall after they are processed by the Technical Services Department.

16.) Audio-Visual Materials: All nonprint media and multimedia formats are acquired. All library audio-visual materials are housed in the Audio-Visual Department in the basement of the Houston Cole Library.

17.) Machine-Readable Data Files: Computer software packages are purchased on a very selective basis as budget permits. Library materials containing computer software are classified as kits and housed in the Audio-Visual Department.

18.) Vertical File Materials: Are acquired on a very selective basis. Preference is given to free materials.

B.) Special Collections of Rare Books, Manuscripts, Realia, or Archival Materials: The Houston Cole Library collects as exhaustively as possible library and archival materials relating to Alabama. Alabamiana is defined as materials written by Alabama authors, materials about Alabama, or about Alabamians. In addition, works relating to JSU are actively sought and housed in the Alabama Gallery. Normally, rare books are not purchased, but donations of rare items are accepted for inclusion in the Alabama Gallery's Rare Book Collection. In addition, circulating materials that are found to be unique are transferred to the Rare Book Collection.

C.) Languages and Translations: Preference is given in all selections to English editions or to those works translated into English. Exceptions include, but are not limited to, works intended for the foreign language programs.

D.) Local Authors' Publications: Works by state, local, and University authors are collected extensively. They are housed in the Alabama Gallery.

E.) Popular versus Scholarly Works: Priority is always given to scholarly works, but a selective number of materials are ordered to cover the leisure and remedial reading needs of the library patrons.

F.) Multiple Copies: Purchased when high demand is demonstrated or anticipated, and at the request of teaching faculty members when proper justification can be shown. Two copies of Alabama materials, one for the Alabama Gallery and a second for the circulating collection, are purchased when available and budget permits.

G.) Reserve Materials: Reserve materials hold the highest acquisition priority and are collected in all formats. All efforts are made to insure that materials requested for the Reserve area are acquired and processed in a timely manner. Requests are generated by the teaching faculty or the subject specialists based on curriculum support and patron demand. The Reserve area is located on the second floor of the library.

H.) Reference Works: Each subject collection has a supporting reference section. Works that are considered general reference in nature are acquired for the General Works Collection. Every effort is made to ensure that the reference collections are current in content and reflect the principal reference sources for each discipline.

I.) Government Publications: The Houston Cole Library is a selective depository for United States Superintendent of Documents Publications. Selected documents are purchased in addition to those publications required by the depository program.

J.) Acquisition Procedures Affecting Collections Policies:

1.) Standing Orders: Refer to the Narrative Description section in each Subject Collection Policy for information pertaining to standing orders for that discipline.

2.) Blanket Orders: Refer to the Narrative Description section in each Subject Collection Policy for information pertaining to blanket orders for that discipline.

3.) Approval Plans: Refer to the Narrative Description section in each Subject Collection Policy for information pertaining to approval plans for that discipline.

K.) Expensive Purchases: Criteria are based on current and anticipated need, cost, availability of funds, other sources that might fulfill needs, and other libraries in the region that might consider purchase.

L.) Deselection/Replacement: Deselection involves the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement involves the acquisition of materials previously held and deselected by the library. Primary responsibility for deselection/replacement decisions lies with the subject specialists. Teaching faculty will be consulted when appropriate. Criteria for deselection/replacement of material:

1.) Missing Materials: Materials missing in inventory after three semesters will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and budget.

2.) Physical Condition: Materials deselected for reason of poor condition will be replaced if they meet the selection criteria, are available, and budget permits. If replacement copy is unavailable for an item still needed in the collection, every effort should be made to preserve it.

3.) Obsolescence of Information: Materials that contain obsolete or erroneous information and do not retain some historical, seminal, or research value should be deselected. This factor is particularly applicable in rapidly changing fields such as technology and the sciences.

4.) Multiple Copies: Excess multiple copies of seldom used titles should be deselected.

5.) Later Editions: Replacement by later edition depends on subject matter, length of time between editions, circulation, or extent of revision.

6.) Government Documents: Documents, except when superseded, must be retained for five years. Discarding will be done in accordance with the Government Printing Office Policy as stated in Instructions to Depository Libraries. Documents are replaced following standard selection criteria.

7.) Superseded Works: Works superseded or cumulated in more comprehensive publications should be deselected.

M). Gifts and Exchanges: The Library will accept donations of library materials and monetary gifts designated for the purchase of library materials in accordance with the following criteria:

1.) Publications received as gifts will be evaluated by the same standards as apply to new materials being selected.

2.) The Library has the right to retain or dispose of any gift materials at the discretion of the librarians. Donors should be made aware of this.

3.) Normally, the library will not accept added copies of materials already in the collection.

4.) Appraisal of gift materials to the library is the responsibility of the donor. The library does not appraise gifts.

5.) Gift materials requiring continuing obligations on the part of the Library should not be accepted without serious consideration of the library's ability to keep the materials up-to-date.

6.) Currently the Library has an exchange agreement with EBSCO's Missing Copy Bank. Other deselected materials are offered for purchase to backfile vendors. Materials that are not sold are offered to other libraries for reimbursement of postal charges.

N.) Faculty Selection: The teaching faculty is strongly encouraged to take an active role in the collection management and development process. As the primary developers and implementors of curriculum and research activities at Jacksonville State University, they are in a unique position to insure that items requested for acquisition by the library will support appropriately those endeavors. Requests for materials should be routed to the designated subject specialist for their department or to the Acquisitions Librarian (monographs), Serials Librarian, or the Director of Nonprint Media. For detailed information on the ordering process refer to the Monographs and Serials Sections of the General Collection Management and Development Policy.

O.) Online Databases: The purpose of the Online Data Base Search Service is to provide users with access to sources not owned by the library, to sources available only online, and to provide customized bibliographies. A decision not to purchase a particular resource is not based solely on its availability online.

P.) Interlibrary Loan Service: The purpose of the Interlibrary Loan Service is to provide user access to materials not owned by the library, following the guidelines established by the American Library Association. A decision not to purchase a particular item is not based on its availability through ILL.

Q.) Recommended Collection Levels: Collection level codes are used to determine collection levels, acquisition commitment, and collection goals. Within each collection narrative statement, a recommended collection level code is given to indicate the desired collection level for that particular collection; within each collection assessment statement a code is provided to indicate the current collection level. The codes are based on the collection level indicators of the Pacific Northwest Collection Assessment Manual. An explanation of the codes is provided in the appendix to the Houston Cole Library Collection Management and Development Policy.

NARRATIVE STATEMENTS

AGRICULTURE

Purpose and Emphasis: As there is not a degree program in the area of Agriculture, the primary purpose and emphasis of the Agriculture collection is to support teaching and research in the degree areas related to this field: Biology, Business and Economics, and Family and Consumer Science. Secondary support is directed to faculty teaching and research and research assistance for students with special research projects and interests.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century; however, no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on Agriculture in the United States; secondary emphasis is on Agriculture in other countries.

d.) Format: Books, periodicals, non-print media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, statistical publications, analytical reports, monographs, and journals. Publications and proceedings of professional organizations and pertinent local, state, and federal documents are acquired. Theses and dissertations are purchased selectively.

f.) Treatment of Subject: Publications encompassing animal husbandry, landscaping, forestry, aquaculture, wildlife management, plant culture, farm management, and soil conservation are acquired extensively. Historical material dealing with the development of Agriculture, including biographies and autobiographies are collected. Materials on legal and ethical aspects of agriculture and works written on a popular level are purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Biology collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Agriculture. Standard agricultural dictionaries, encyclopedias, handbooks, directories, yearbooks, and biographical references, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Agriculture Collection:

1.) Standing Orders: None

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the field of Agriculture. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous or dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Biology, Chemistry, General Works

Additional Resources: Audio-Visual Services, General Reference Collection, online databases, U.S. Soil Conservation Service, U.S. Farmers Home Administration, U.S. Department of Agriculture, Alabama Department of Agriculture and Industries, Calhoun County Extension Service

Collection Assessment Tools: ARBA; Biological & Agricultural Index; Blanchard, Richard. A Guide to Sources for Agricultural and Biological Research; Books for College Libraries; Jakeman, Jeff. Agriculture and Rural Life in Alabama: A Guide To Records And Papers In The Auburn University Archives; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection: 630's, S-SK

Recommended Collection Level: 3aE

ALABAMA GALLERY

Purpose and Emphasis: The primary purpose and emphasis of the Alabama Gallery Collection is to serve researchers whose interests pertain to Alabamiana. The Gallery consists of two divisions: The Alabama Collection and the Rare Book Collection.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. However, other languages are not excluded.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: Alabama for the Alabama Collection. No limitations for the Rare Book Collection.

d.) Format: Manuscripts, books, periodicals, realia, photographs, maps, posters, memorabilia, and microforms.

e.) Types of materials: Included are encyclopedias, dictionaries, directories, handbooks, bibliographies, biographies, maps, monographs, journals, bulletins, newspapers, posters, handbills, travel-guides, yearbooks, rare books, and vertical file materials. Theses and dissertations pertaining to Alabama are purchased.

f.) Treatment of Subject: Publications encompassing Alabama or Alabama authorship are collected extensively. Archival copies of all theses completed at Jacksonville State University are acquired. In addition, the Alabama Gallery serves as the primary agency for preservation of historical materials relating to Jacksonville State University. When possible two copies of Alabamiana are purchased, one for general circulation and one for the Alabama Collection. Rare books include, but are not limited to, early imprints, autographed books, first editions, and books with unique features.

g.) Date of Publication: For the Alabama Collection, in-print publications receive priority; however, selected retrospective materials are purchased as budget permits. There is no limitation on imprint dates for the Rare Book Collection.

h.) Reference Collection: Not applicable.

i.) Acquisitions Plans Affecting Alabama Gallery Collection:

1.) Standing Orders: None

2.) Blanket Orders:

University of Alabama Press Publications

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: All others in the Collection Management and Development Policy

Additional Resources: Online databases, Alabama Department of History and Archives

Collection Assessment Tools: *Alabama Authors and Their Works 20th Century*; Waldrop, Ruth W. *Alabama Authors Books in Print*.

Recommended Collection Level: N/A

AMERICAN LITERATURE

Purpose And Emphasis: The primary purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in English, Creative Writing, and Business and Technical Writing. At the Master level support is directed for the Master of Arts in English. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are acquired very selectively and usually in English translation.

b.) Chronological Guidelines: No limitations.

c.) Geographical Guidelines: Geographic guidelines are dictated by the authors' country of origin. Thus, the American Literature collection consists of publications by and about American authors.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are anthologies, atlases, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, monographs, periodicals, handbooks, and professional proceedings. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: All literary genres are collected. Publications of major American authors and those authors emphasized in the curriculum are given priority. Supplementary materials of a biographical, bibliographic, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but a selective number of materials such as an author's first work, bestsellers, or popular fiction are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and the current acquisition practices outlined in the American Literature collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to American Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly.

i.) Acquisition Plans Affecting the Collection:

1. Standing Orders:
   - Alabama Literary Review
   - Alalitcom
   - American Literary Scholarship
   - Annual Bibliography of English Language and Literature
   - Annual Bulletin of Historical Literature
   - Approaches to Teaching . . .
   - Best American Short Stories
   - Bibliography of American Literature
   - Comparative Criticism
   - Complete Works of Washington Irving
   - Contemporary Authors
   - Contemporary Authors Index
   - Contemporary Authors -- Autobiography Series
   - Contemporary Authors -- Revision Series
   - Contemporary Literary Criticism
   - Critical Essays Series
   - Dictionary of Literary Biography Yearbook
   - Flannery O'Connor Bulletin
   - Glyph
   - Literary Criticism Register
   - Literature Criticism from 1400-1800
   - Magill's Literary Annual
   - MLA Directory of Periodicals
   - MLA International Bibliography
   - Nineteenth Century Literature Criticism
   - O. Henry Prize Stories
   - Poetry Criticism
   - Poetry Index Annual
   - Prize Stories . . .
   - Review
   - Short Story Criticism
   - Something about the Author
   - Something about the Author -- Autobiography Series
   - Tennessee Studies in Literature
   - Twayne's Masterworks Studies
   - Twayne's U. S. Authors Series
   - Twentieth Century Literary Criticism
   - Understanding Contemporary American Literature
   - Yearbook of Comparative and General Literature

2. Blanket Orders: None

3. Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Art, Audio-Visual, Communications, Drama, English Literature, General Works, History, Languages and Related Literatures, Music, Western European Literatures

Additional Resources: Online databases and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: Altick, Richard D. Selective Bibliography for the Study of English and American Literature; Books for College Libraries; Bateson, Frederick W. A Guide to English and American Literature; Essay & General Literature Index; Gohdes, Clarence L. Bibliographical Guide to the Study of the Literature of the U.S.A.; Humanities Index; Kolb, Harold H. A Field Guide to the Study of American Literature; MLA; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection: 810-819, PS

Recommended Collection Level: 3cE

ART

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Core Curriculum and the Baccalaureate Art Program: Studio Art (painting, drawing, printmaking, ceramics, photography and commercial design) and Art History. Secondary support is directed to faculty research and teaching and research assistance for local area artists. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on art and artists of the United States; secondary emphasis is on European art and artists. Selected purchases of materials covering non-western and primitive art are collected.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, catalogues, bibliographies, biographies, art monographs, and art journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the College of Art Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Works on the history, technique, and development of art, including biographies and autobiographies of artists and other prominent people in the art world, are collected. Materials on legal, ethical, social, educational, and psychological aspects of art as well as works written on a popular level to explain art to the nonartist are acquired. Less essential items, such as works on aesthetics or research publications in art education, are purchased selectively. Monographic works treating the craftsman, the collector, or museum researcher are acquired discriminately.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Art collection management and development statement. To this end, major English language art abstracts, indices, and bibliographies are purchased to provide access to the literature of art history and creative work. Standard art dictionaries, biographical references, encyclopedias, handbooks, and directories are updated regularly.

i.) Acquisition Plans Affecting Art Collection:

1.) Standing Orders:

Antiques and Their Prices
Art Director's Annual
Best in Advertising
Best in Covers and Posters
Best in Environmental Graphics
Best in Exhibition Design
Best in Packaging
Graphics Design Annual
Illustrators
Modern Arts Criticism
Muquarnas
Photographis
Warmans Antiques and Their Current Prices

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: American Literature, Audio-Visual, Business and Commerce, Drama, Education, English Literature, General Works, History, Languages and Related Literatures, Music, Psychology, Western European Literature

Additional Resources: Online databases, Birmingham Museum of Art and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: Arntzen, Etta. M. Guide to the Literature of Art History; Art Index; Books for College Libraries; Ehresmann, Donald L. Fine Arts: A Bibliographic Guide to Basic Reference Works, Histories, and Handbooks; Humanities Index; Jones, Lois S. Art Research Methods and Resources: A Guide to Finding Art Information; Repertoire international de la litterature de l'art: RILA; Sheehy, Eugene P. Guide to Reference Books.

Classification That Define Scope of Collection:

720-779, N-NX, TR, TX

Recommended Collection Level: 3bE

AUDIO-VISUAL

Purpose and Emphasis: The Audio-Visual Collection embraces the Sciences, Humanities, Social Sciences, Fine Arts, and Technology. The purpose of the collection is to provide support for teaching and research throughout the curriculum.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Materials are acquired in other languages when necessary to support the curriculum.

b.) Chronological Guidelines: No limitations.

c.) Geographical Guidelines: No limitations.

d.) Format: All nonprint media and multimedia formats. Generally, film formats are avoided in favor of either U-Matic or VHS video tape formats. As new media formats are developed and made available they are evaluated for addition to the collection.

e.) Types of Materials:

1.) Audio recordings
2.) Visual materials
3.) Computer software
4.) Kits
5.) Catalogs

f.) Treatment of Subject: Instructional materials applicable to the University curriculum receive priority. Other audio-visual materials are purchased selectively as budget permits. Repair manuals are purchased for use by the Audio-Visual Department only.

g.) Date of Publication: Emphasis is on current materials; however, retrospective materials are acquired in available formats as budget permits.

h.) Reference Collection: Not applicable.

i.) Acquisition Plans Affecting Audio-Visual Collection:

1.) Standing Orders:

AV Marketplace
Educational Media and Technology Yearbook
Educators Guide to Free Audio and Video Materials
Educators Guide to Free Films
Educators Guide to Free Filmstrips and Slides
Educators Guide to Free Tapes, Scripts, and Transcriptions
Equipment Directory
Film and Video Finder
Film Literature Index
Film Review Annual
Index to 35mm Educational Filmstrips
Index to Producers and Distributors
International Television and Video Almanac
Magill's Cinema Annual
Media Review Digest
School Library Media Annual

j.) Deselection/Replacement: Every effort is made to insure that the collection is up-to-date and germane to the programs offered. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development statement on Deselection/Replacement. Items which, because of their age, have reached their contract limits (i.e., through copyright agreements, etc.) are removed from the collection.

Related Subject Statements: All others in the Collection Management and Development Policy

Additional Resources: JSU's Nursing Media Center, JSU's Teaching Learning Center, JSU's Music Library, JSU's CCTV, online databases, other academic institutions in the state of Alabama and the region

Collection Assessment Tools: Audio-Visual Market Place; Audio-Visual Materials; Educational Film Locator; Schwann Record and Tape Guide.

Classifications That Define Collection: A-Z

Recommended Collection Level: N/A

AUXILIARY SCIENCES OF HISTORY

Purpose and Emphasis: The purpose of the Auxiliary Sciences of History Collection is to provide secondary support in the fields of History, Political Science, and Geography & Anthropology.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English will be purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, newspapers, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are abstracts, indices, almanacs, yearbooks, journals, monographs, encyclopedias, directories, dictionaries, handbooks, bibliographies, and biographies. Theses and dissertations are purchased selectively.

f.) Treatment of Subject: Publications encompassing the history of civilization, general archaeology, archives, technical chronology, numismatics, epigraphy, heraldry, genealogy, and general collective biography are collected. Works of a popular nature are purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and acquisition practices outlined in the Auxiliary Sciences of History collection management and development statement. To this end, major indices, abstracts, and bibliographies, are purchased to provide access to the literature of general history. Standard dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.

i.) Standing Orders Affecting the Auxiliary Sciences of History Collection:

1.) Standing Orders:

American Academy of Arts and Letters
Current Biography
Dictionary of International Biography
International Who's Who
Marquis Who's Who Index to Who's Who Books
Passenger and Immigration Lists Index

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General

Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; General Works; Geography & Anthropology; History; Philosophy, Ethics & Religion; Political Science & Public Administration

Additional Resources: Online databases, other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Art Index; Biographical Books; Biography Index; Books for College Libraries; Cappon, Lester J. American Genealogical Periodicals: A Bibliography; Filby, William P. American & British Genealogy & Heraldry: A Selected List of Books; Gilmer, Lois. Genealogical Research and Resources: A Guide for Library Use; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection: C's

Recommended Collection Level: 3aE

BIOLOGY

Purpose and Emphasis: The collection's primary purpose and emphasis is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Areas of concentration at the Baccalaureate level include: General Biology, Professional Biology, Environmental Biology, Marine Biology, and Laboratory Biology. Collection concentration also supports the departmental minor fields of Biology, Botany, and Zoology. Further support is directed to the Bachelor of Science in Education Program for those majoring in the teaching fields of Biology or General Science. At the Master level, support is directed for the Master of Science in Biology. Additional support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching fields of Biology or General Science. Secondary support is directed to faculty teaching and research and research assistance for local biologists. A tertiary, but significant, area of the Biology Collection are the holdings in: Agriculture, Plant Culture, Forestry, Animal Culture, Aquaculture, and Wildlife Management. The interdisciplinary nature of the biological sciences requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than

English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on Biological Sciences in the United States and secondary emphasis on World Biological Studies.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable databases.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, field guides, bibliographies, biographies, statistical works, analytical research reports, biology monographs, and biology journals are collected extensively. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the National Association of Biology Teachers and the American Institute of Biological Sciences. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing natural history, genetics, ecology, cytology, biological physiology, biological anatomy, animal behavior and psychology, embryology, microbiology, and taxonomy are acquired extensively. Historical material dealing with the development of the biological sciences, including biographies and autobiographies of biologists and naturalists are collected. Materials on legal, ethical, and environmental issues in the biological sciences are purchased. Works of a popular nature are collected selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Biology collection management and development statement. To this end, major English language biology abstracts, indices, and bibliographies are purchased to provide access to the literature of Biology. Standard biology dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Biology Collection:

1.) Standing Orders:
Advances in Applied Microbiology
Advances in Ecological Research
Advances in Immunology
Advances in Insect Physiology
Advances in Parasitology

Annual Review of Ecology and Systematics
Annual Review of Entomology
Annual Review of Microbiology
Annual Review of Physiology
Annual Review of Plant Physiology and Plant Molecular Biology
Annual Reviews of Genetics
Biology of the Reptilia
Bulletin of the Alabama Museum of Natural History
Ecological Studies
Evolutionary Biology
Handbook of the Birds of Europe
Kew Taxonomic Literature
Recent Progress in Hormone Research
Systematic Botany Monographs
Taxonomic Literature

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the field of Biology. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Agriculture, Audio-Visual, Chemistry, Family and Consumer Science, General Works

Additional Resources: Online databases, Alabama Fish and Game Department, Alabama Fish Hatchery, Marine Environmental Science Consortium Sea Laboratory, U. S.

Soil Conservation Service, Calhoun County Extension Service, U.S. Department of Agriculture, and other academic institutions in the state of Alabama and the Southeast

Collection Assessment Tools: ARBA; *Biological Abstracts*; *Biological & Agricultural Index*; Blanchard, Richard J. *Guide to Sources for Agricultural & Biological Research*; *Books for College Libraries*; *General Science Index*; *Index Medicus*; Kirk, Thomas G. *Library Research Guide to Biology*; Roe, Keith E. *Dictionary of Theoretical Concepts in Biology*; Sheehy, Eugene P. *Guide to Reference Books*.

Classifications That Define Scope of the Collection:

560-599, 630's, QD-QR, S-SK

Recommended Collection Level: 3cE

CHEMISTRY

Purpose and Emphasis: The collection's primary purpose and emphasis is to support teaching and research at the Core Curriculum and Baccalaureate levels. In addition to supporting students seeking a major or minor in Chemistry, the collection supports those students wishing to follow a professional program leading to a career as a professional chemist. Further support is directed to the Bachelor of Science in Education Program for those majoring in the teaching fields of Chemistry or General Science. Secondary support is directed to faculty teaching and research and research assistance for library patrons. The interdisciplinary nature of the chemical sciences requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, formularies, bibliographies, biographies, statistical works, analytical research reports monographs, and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Chemical Society. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing analytical chemistry, inorganic chemistry, organic chemistry, physical and theoretical chemistry, and crystallography are acquired extensively. Historical materials dealing with the development of chemistry, including biographies and autobiographies of chemists are collected. Works of a popular nature are collected selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Chemistry collection management and development statement. To this end, English language science indices and bibliographies are purchased to provide access to the literature of Chemistry. Standard chemical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Chemistry Collection:

1.) Standing Orders:

Annual Review of Pharmacology
Encyclopedia of Electrochemistry of the Elements
Encyclopedia of Polymer Science and Engineering
Medical School Admission Requirements

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the field of Chemistry. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Biology, Agriculture, Family and Consumer Science, General Works, Nursing, Technology

Additional Resources: Online databases and other academic libraries within the state of Alabama and region

Collection Assessment Tools: Applied Science & Technology Index; ARBA; Books for College Libraries; Bottle, Robert, T. The Use of Chemical Literature; Chemical Abstracts; Crane, Evan J. A Guide to the Literature of Chemistry; General Science Index; Maizell, Robert E. How to Find Chemical Information; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define the Scope of the Collection: 540's, 660's, QD, TP

Recommended Collection Level: 3bE

COMMERCE AND BUSINESS ADMINISTRATION

Purpose and Emphasis: Primary support is directed to teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Areas of concentration at the Baccalaureate level include: Accounting, Economics, Finance, Management, and Marketing. Collection concentration also supports the departmental minor fields of Accounting, Economics, Finance, Business Administration, Real Estate, Management, Marketing, and Business Statistics. At the Master level the collection supports the research and teaching activities leading to the Master of Business Administration. In addition, it supports the area of concentration in business administration within the Master of Public Administration, and supporting courses for the Master of Science in Personnel Counseling. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on Commerce and Business Administration in the United States, but other geographic areas are included for consideration.

d.) Format: Books, periodicals, nonprint media and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are annual reports, encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, atlases, loose-leaf services, analytical reports, statistical works, monographs and journals. In addition, conference proceedings; societal transactions; association reports; local, state, federal, and international agency publications are collected. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing statistics, economics, demography, economic history and theory, agriculture, industry, labor, communications and transportation, commerce, finance, and public finance are collected extensively. Historical materials dealing with the development of Commerce and Business Administration, including autobiographies and biographies of prominent professional business figures and scholars of the discipline, are collected. Works of a popular nature are selectively acquired.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices of the Commerce and Business collection management and development statement. To this end, major English language commerce and business abstracts, indices, and bibliographies are purchased to provide access to the literature of Commerce and Business Administration. Standard commerce and business dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisitions Plans Affecting Business and Commerce Collection:

1.) Standing Orders:
Academy of Management Proceedings
Accident Facts
Alabama Directory of Mining and Manufacturing
Almanac of Business & Industrial Financial Ratios
AMACOM
American Almanac of Jobs & Salaries
American Law of Zoning
Americas Corporate Families and International Affiliates
Annual Statement Studies
Balance of Payments Statistics Yearbook
Bankers Desk Reference
Bankruptcy Law Manual
Bests Life/Health -- Bests Property/Casualty
Billion Dollar Directory

Budgeting and Profit Planning Manual
Business Education Index
Business Forms on File
Commercial Atlas Service
Compilation and Review Practice Manual
Consumer Credit and the Law
CRB Commodity Yearbook
Cyclopedia of Trial Practice
Defending Business and White Collar Crimes
Dictionary of 1040 Deductions
Direction of Trade Statistics Yearbook
Directory of American Firms Operating in Foreign
    Countries
Directory of Corporate Affiliations
Directory of Franchising Organizations
Directory of Obsolete Securities
Donoghues Mutual Funds Almanac
Dow Jones Investor's Handbook
Dow Jones Irwin Business and Investment Almanac
Duns Business Rankings
Duns Census of American Business
Duns Consultants Directory
    Duns Employment Opportunities
Duns Guide to Health Care Companies
Duns Industrial Guide: The Metal Working
    Directory
Economic Abstract of Alabama
Estate Planning Law Locator
F&S Annual Predicasts
FASB Basic Subscription
FASB Current Text
FASB Current Text Looseleaf Service
FASB Current Text Paperback
FASB Original Pronouncements as of June 1
Federal Estate & Gift Taxation
Federal Income Taxation of Real Estate
Florida Industrial Directory
Future Interest and Estate Planning
Georgia Industrial Directory
Government Finance Statistics Yearbook
Hazardous Products Litigation
Index of Economic Articles in Journals and
    Collective Volumes
Industry Norms and Key Business Ratios
International Financial Statistics Yearbook
International Monetary Fund Occasional Papers
Life and Health Insurance Law
Millers Comprehensive GAAP Guide
Million Dollar Directory
Mutual Fund Directory
Nimmer on Copyright
Personal Forms on File
Predicasts Basebook
Principal International Business

Real Estate Law Digest
Real Estate Law Locator
Reference Book of Corporate Management
Research in the Sociology of Organization
Revocable Trusts
Standard and Poors NY Stock Exchange Stock Reports
Standard and Poors Stock Market Encyclopedia
Standard Directory of Advertisers
State of the World
Summer Employment Directory
Tax Law Locator
Tennessee Industrial Directory
Thomas Register
Tilleys Alabama Equity
Trade Names Dictionary
U.S. Industrial Directory
U.S. Importers and Exporters Directory
University Research in Business and Economics
Who Owns Whom North America
Who's Who in Finance and Industry
Women and Work
World Development Report
World Wide Chamber of Commerce Directory
Yearbook of International Trade Statistics
Yearbook of Labor Statistics
Your Income Tax

2.) Blanket Orders:
American Institute to Certified Public Accountants
AMACOM
Conference Board Publications
Committee for Economic Development
Conference Board Publications
Financial Accounting Standards Board

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the field of Commerce and Business Administration, every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Criminal Justice, Education, General Works, Nursing, Political Science and Public Administration, Psychology, Sociology and Social Work

Additional Resources: Online databases, Alabama Department of Agriculture & Industries, Alabama Department of Economic & Community Affairs, Alabama Department of Environmental Management, Alabama Department of Industrial Relations, Alabama Development Office, Alabama Real Estate Commission, Center for Business and Economic Research (UA), Center for Economic Development (JSU), Federal Trade Commission, U.S. Department of Labor

Collection Assessment Tools: ARBA, Books for College Libraries; Business Periodicals Index; Daniells, Lorna. Business Information Sources; Harvard Business School Core Collection: an author and subject guide; Predicasts F&S Index; Schlessinger, Bernard S. The Basic Business Library: Core Resources. Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection: 330'S, 368, 380'S, HA-HJ

Recommended Collection Level: 3cE

COMMUNICATION

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Core Curriculum and the Baccalaureate Communication Program: Radio and Television Production, Communication Law, Media Ethics, and Communication Theory. In addition, support is given to the minor in Communication. Secondary support is directed to faculty teaching and research and research assistance for local area communication professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the Collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the late 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on communication in English-speaking areas; secondary emphasis is on communication as practiced in other developed countries. Very selected purchases are made of materials covering Third World and developing nations.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, analytical research reports, statistical works references, monographs, and professional journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the Association for Education in Journalism and Mass Communication, Association of Schools of Journalism, Radio-Television News Directors, Society of Professional Journalists, and the Broadcast Education Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject. Publications encompassing journalism and the mass media, particularly those dealing with the technical, sociological, professional, legal, and ethical aspects of communications are collected extensively. Historical materials dealing with the development of communication studies, including biographies and autobiographies of communication theorists, journalists, broadcasters, actors, screenwriters, and other notable media figures are acquired. Works of a popular nature are purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Communication collection management and development statement. To this end, major English language communication abstracts, indices, and bibliographies are purchased to provide access to the literature of Communications. Standard communication dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and Statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Communication Collection

1.) Standing Orders:

All About Cable
Broadcasting Cablecasting Yearbook
CBS News Index
CBS News Television Broadcasts
Communication Yearbook
Equipment Directory
Film and Video Finder
Index To 35MM Educational Filmstrips
Index to Producers and Distributors
International Motion Picture Almanac
International Television and Video Almanac
Mass Communication Review Yearbook
Working Press of the Nation

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the field of Communication. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Art, Audio-Visual, Commerce & Business Administration, Drama, General Works, Law, Languages & Related Literatures, Political Science & Public Administration, Sociology & Social Work, Technology

Additional Resources: Online databases and other academic institutions in the state of Alabama and region

Collection Assessment Tools: ARBA; Blum, E. Basic Books in the Mass Media; Books for College Libraries, Cates, J. Journalism; Communication Abstracts; Encyclopedia of Communications; Gitter, A. George. Communications; Head, Sidney. Broadcasting in America. Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define the Scope of the Collection: HE, PN

Recommended Collection Level: 3bE

CRIMINAL JUSTICE

Purpose and Emphasis: Primary support is directed to teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Areas of concentration at the Baccalaureate level include: Law Enforcement, Corrections and Forensic Science. Collection concentration further supports the departmental minor fields of Law Enforcement, Corrections, Forensic Investigation and Security and Loss Prevention. At the Master level the collection supports the research and teaching activities leading to the Master of Science in Criminal Justice. In addition, it supports the area of concentration in Criminal Justice within the Master of Public Administration program. Secondary support is directed to faculty teaching and research. A tertiary area of support is directed to the activities of the Northeast Alabama Police Academy. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on society in the United States, but no area is excluded from consideration.

d.) Format: Books, periodicals, non-print media, and selected materials in microforms and machine-related data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are publications and proceedings of professional organizations such as the American Corrections Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing law enforcement, ethical issues, corrections, forensics, police administration, prison administration, polygraphy, juvenile delinquency, criminology and crime are collected. Historical material dealing with the development of Criminal Justice, including autobiographies and biographies of criminologists and notable law enforcement personnel are purchased. Works written on a popular level are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Criminal Justice collection management and development statement. To this end, major English language criminal justice abstracts, indices, and bibliographies are purchased to provide access to the literature of Criminal Justice. Standard criminal justice dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Criminal Justice Collection:

1.) Standing Orders:

Acts of Alabama
Advanced Annotation Service to the Code of Alabama
Alabama Digest
Alabama House Journal
Alabama Limitations of Actions and Notice Provisions
Alabama Practice Series
Alabama Reporter
Alabama Rules Annotated
Alabama Rules of Court
Alabama Senate Journal
Almanac of the Federal Judiciary
ALR Medical Malpractice
American Jurisprudence: Proof of Facts
CIS Annual and Index
Civil Rights and Civil Liberties Litigation
Code of Alabama
Complete Manual of Criminal Forms
Corrections Yearbooks

Crime and Justice
Crime and Juvenile Delinquency
Crime and Juvenile Delinquency Abstracts with Update Guide
Crimes of Violence
Criminal Defense Techniques
Criminal Justice History
Criminal Law Defenses
Criminal Law Digest
Criminal Law Reporter
Criminal Law Review
Criminal Offenses and Defenses in Alabama
Criminal Procedure Handbook
Criminology and Penology Abstracts
Defending Business and White Collar Crimes
Directory of Juvenile and Adult Correctional Departments...
Dombroff on Demonstrative Evidence
Employee and Union Member Guide to Labor Law
Federal Index
Federal Register
Federal Reporter
Federal Rules of Criminal Procedures
Federal Supplement
Forensic Science
Guide to American Law Yearbook
Handling Misdemeanor Cases
Handling Narcotic and Drug Cases
Hearsay Handbook
Investigation and Preparation of Criminal Cases
Jones on Evidence
Juvenile and Adult Correctional Departments, Institutions...
Law of Electronic Surveillance
Law of Sentencing
Martindale Hubbell Law Directory
Military Rules of Evidence
National Directory of Law Enforcement Administrators and...
Photographic Evidence
Post Conviction Remedies
Prisoners and the Law
Prosecutorial Misconduct
Questioning Techniques and Tactics
Rights of Juveniles
Search and Seizure
Sexual Orientation and the Law
Shepards Acts and Cases by Popular Names
Shepards Code of Federal Regulations Citations
Shepards Discovery Proceedings in Federal Practice
Shepards Federal Citations
Shepards Subchapter S Taxation
Shepards U.S. Citation Case Edition

Shepards U.S. Citations
Successful Techniques for Criminal Trials
Testimonial Privileges
Trial Handbook for Alabama Lawyers
Trial Practice and Procedures in Alabama
Uniform Laws Annotated
U.S. Code Annotated
U.S. Identification Manual
U.S. Supreme Court Digest
Wests Federal Practice Digest
Whartons Criminal Evidence
Wiretapping and Eavesdropping

j.) Deselection/Replacement: Currency is of primary importance in the field of Criminal Justice. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Commerce & Business Administration, Education, General Works, Political Science & Public Administration, Sociology & Social Work

Additional Resources: Online databases, Alabama Department of Public Safety, Alabama Department of Corrections, Alabama Board of Pardons & Parole, Alabama Alcoholic Beverage Control Board, Alabama Department of Forensic Sciences, Alabama Department of Youth Services, Federal Bureau of Investigation, National Criminal

Justice Reference Service

Collection Assessment Tools: ARBA; Books for College Libraries; Cordasco, Francesco & David Alloway. Crime in America: Historical Patterns and Contemporary Realities; Criminal Justice Abstracts; Criminal Justice Periodicals Index; Index to Legal Periodicals; P.A.I.S.; Sheehy, Eugene P. Guide to Reference Books; Social Sciences Index.

Classifications That Define Scope of Collection: 340's, 364-365, HV6001-HV9960, K's

Recommended Collection Level: 3cE

DRAMA

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Core Curriculum and Baccalaureate Drama programs: Acting, Directing, and Stage Craft. Collection concentration also supports the departmental minor. Further support is directed to the Bachelor of Science in Education Program for those majoring in the teaching field of Drama. Secondary support is directed to faculty teaching and research and research assistance for local area drama teachers and theatre performers. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Dramatic works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: Primary emphasis is on drama in the western world; secondary emphasis is on theatre as practiced in the major oriental countries. Selected purchases are made of materials covering Third World and developing nations.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, monographs, and journals. Publications of professional organizations such as the National Association of Dramatic and Speech Arts are acquired. Dissertations and theses are purchased selectively.

f.) Treatment of Subject. Publications encompassing the performing arts, dramatic composition, dramatic representation, stage, costume design, make-up, and theatrical design. Historical material dealing with the development of western drama, including biographies and autobiographies of playwrights, performing artists, and others active in the dramatic arts are collected. Materials on technical, legal, and ethical aspects of theatre as well as works written on a popular level are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Drama collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Drama. Standard dramatic dictionaries, encyclopedias, handbooks, biographical references directories, and yearbooks are regularly updated.

i.) Acquisition Plans affecting the Drama Collection:

1.) Standing Orders:

Best Plays
Film Literature Index
Film Review Annual
Fireside Theatre
International Motion Picture Almanac
International Television and Video Almanac
Magill's Cinema Annual
New Plays USA
Renaissance Drama
Theatre History Studies

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: American Literature, Art Audio-Visual, English Literature, Communication, Education, English Literature, General Works, History, Languages and Related Literatures, Western European

Literatures

Additional Resources: Alabama State Theater, academic institutions in the state of Alabama and region, online databases

Collection Assessment Tools: ARBA; Baker, Blanch. Theatre and Allied Arts; Blazek, Ron. The Humanities; Bibliographic Guide to Theatre Arts: 1978; Books for College Libraries; Humanities Index; The Literary Advisor; MLA; Play Index; Schoolcraft, Ralph. Performing Arts Books in Print; Sheehy, Eugene P. Guide to Reference Books; Whalon, Marion K. Performing Arts Research.

Classifications That Define the Scope of the Collection: 800's, PN, NK

Recommended Collection Level: 3bE

EDUCATION

Purpose and Emphasis: The purpose of the collection is to support the teaching and research activities of the College of Education at the Baccalaureate, Master, and Educational Specialist levels. Within the Department of Curriculum and Instruction, the areas of concentration include: Early Childhood Education, Elementary Education, and Special Education. The Department of Educational Resources offers courses in the following areas: Secondary Education, Educational Psychology, and Instructional Media. The Department of Health, Physical Education, and Recreation offers concentrations in the areas of: Physical Education, Special Physical Education, Health, and Recreation. Additional support is directed to the minor in Physical Education for non-teaching degree candidates. A non-traditional fifth-year program is available for students who hold bachelors degrees in the areas of: Biology, English, General Science, History, Language Arts, Mathematics, Political Science, and Social Science. At the Master and the Educational Specialist levels the majors are: Early Childhood, Elementary, Health, Instructional Media, Music, Physical Education, School Administration, School Counseling, School Psychometry, School Supervision, Secondary Education, and Special Education. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support educational research.

b.) Chronological Coverage: Primary emphasis is on education in the 20-century, however, earlier educational research and historical materials are sought.

c.) Geographical Coverage: Primary emphasis is on education in the United States; secondary emphasis is on education in the English speaking countries and Europe. Selected materials covering Third World and developing nations are acquired.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are indices, abstracts, dictionaries, encyclopedias, directories, college catalogs, statistical publications, bibliographies, handbooks, biographies, almanacs, monographs, journals, government publications, and yearbooks. Publications of professional organizations, including their conference proceedings, are acquired. Textbooks intended for the use of students in elementary and secondary schools are acquired for the Textbook Collection. Educational textbooks are not purchased, unless they are of seminal or historical value. Juvenile books representing all subjects and formats (e.g., picture books, dictionaries, anthologies) are acquired for the Juvenile Literature Collection. Theses and dissertations are collected selectively.

f.) Treatment of Subject: Publications encompassing the history of education, theory and practice of education at all levels, educational psychology, individual educational institutions, school law, sports law, ethics of education, school reform, special education, physical education, recreation, educational technology, computer-assisted instruction, media centers, and special aspects of education are collected. Historical materials dealing with the development of Education, including autobiographies and biographies of educators, educational administrators, and educational theorists are acquired. Popular treatments are purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are acquired in available formats as budget permits.

h.) Reference Collection: The Reference Collection reflects and supports the retrospective contents and current acquisition practices outlined in the

Education collection management and development statement. The major indices, abstracts, and bibliographies are purchased to provide access to the literature of Education. Standard educational dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical resources are updated regularly.

i.) Acquisition Plans Affecting Education Collection:

1.) Standing Orders:

Alabama Education Directory
Audiovisual Marketplace
College Blue Book
Current Index to Journals in Education
The Condition of Education
Digest of Education Statistics
Directory of American Scholars
Directory of Research Grants
Education Index
Educators' Guide to Free... (Series)
EL-HI Text Books and Serials in Print
Grants Register
Masters Theses in Education
NEA Addresses
NEA Proceedings
Patterson's American Education
Physical Education Index

2.) Blanket Orders:
Jossey-Bass Series in Higher Education
Jossey-Bass Series in Education
National Association of Secondary School Principals
National Council for Teachers of Mathematics
National Education Association
National Organization for Legal Problems in Education

j.) Deselection: Currency is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection/replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Alabama Gallery; American Literature; Audio-Visual; Biology; Chemistry; Drama; English Literature; Family and Consumer Science; General Works; Geography and Anthropology; Geology; History; Languages and Related Literatures; Law; Library Science; Mathematical, Computing, and Information Sciences; Music; Nursing; Philosophy, Ethics, and Religion; Physics and Engineering; Political Science and Public Administration; Psychology; Sociology and Social Work; Western European Literatures

Additional Resources: JSU Teaching/Learning Center, online databases, Alabama Commission on Higher Education, Alabama Department of Postsecondary Education, Alabama Department of Education, U.S. Department of Education, Alabama High School Athletic Association, other academic institutions in the state of Alabama and region

Collection Assessment Tools: ARBA; Books for College Libraries; Buttlar, Lois J. Education: A Guide to Reference and Information Sources; CIJE; Durnim, Richard. American Education; Education Index; Encyclopedia of Special Education; Gratch, Bonnie. Sports and Physical Education: A Guide to Reference

Sources; Menges, Robert J. Key Resources on Teaching, Learning, Curriculum, and Faculty Development; Sedlak, Michael. American Educational History; Sheehy, Eugene P. Guide to Reference Books; Spear, George E. Urban Studies: A Guide to Information Sources; Stein, Morris I. Gifted, Talented, and Creative Young People; Woodbury, Marda. A Guide to Sources of Educational Information; Zeigler, E. F. Research in the History, Philosophy, and International Aspects of Physical Education and Sport.

Classifications That Define Scope of Collection:

370's, 613's, 790's, GV's, L-LT

Recommended Collection Level: 3cE

ENGLISH LITERATURE

Purpose And Emphasis: The primary purpose of the English literature Collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Baccalaureate degrees offered are the Bachelor of Arts in English and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in English, Creative Writing, and Business and Technical Writing. At the Master level support is directed for the Master of Arts in English. Further support is provided for the Master in Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of English or Language Arts. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are acquired very selectively and usually in English translation.

b.) Chronological Guidelines: No limitations.

c.) Geographical Guidelines: Geographical guidelines are dictated by the authors' country of origin.

Thus, the English Literature collection consists of publications by and about British and British Commonwealth authors. Primary emphasis is the literatures and authors of the United Kingdom. Secondary emphasis is the literatures and authors of the current and former nations of the British Commonwealth.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are anthologies, atlases, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, monographs, periodicals, handbooks, and professional proceedings. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: All literary genres are collected. Publications of major authors and those authors emphasized in the curriculum are given priority. Supplementary materials of a biographical, bibliographic, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but a selective number of materials such as an author's first work, bestsellers, or popular fiction are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and the current acquisition practices outlined in the English Literature collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access English Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks are updated regularly.

i.) Acquisition Plans Affecting English Literature Collection:

1.) Standing Orders:

Annual Bibliography of English Language and Literature
Annual Bulletin of Historical Literature
Approaches to Teaching . . .
Browning's Correspondence
Classical and Medieval Literature Criticism
Collected Works of Samuel Taylor Coleridge
Comparative Criticism
Complete Works of Robert Browning
Contemporary Authors
Contemporary Authors Index
Contemporary Authors -- Autobiography Series
Contemporary Authors -- Revision Series
Contemporary Literary Criticism
Critical Essays Series
Dickens Studies Annual
Dictionary of Literary Biography -- Documentary Series
Dictionary of Literary Biography Yearbook
English Literary Studies
Essays and Studies
Glyph
Literary Criticism Register
Literature Criticism from 1400-1800
Magill's Literary Annual
MLA Directory of Periodicals
MLA International Bibliography
Nineteenth Century Literature Criticism
Poetry Criticism

Poetry Index Annual
Review
Shakespeare Studies Annual
Shakespeare Survey
Shakespearean Criticism
Shaw: the Annual of Bernard Shaw Studies
Short Story Criticism
Something about the Author
Something about the Author -- Autobiography Series
Tennessee Studies in Literature
Twayne's English Authors Series
Twayne's Masterworks Studies
Twayne's World Authors Series
Twentieth Century Literary Criticism
Works of Henry Fielding
Yearbook of Comparative and General Literature
Year's Work in English Studies

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Art, Audio-Visual, American Literature, Drama, General Works, History, Languages and Related Literatures, Music, Western European Literatures

Additional Resources: Online databases and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: Altick, Richard D. Selective Bibliography for the Study of English and American Literature; Books for College Libraries; Bateson, Frederick W. A Guide to English and American Literature; Essay & General Literature Index; MLA; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection: 820-828, PR's

Recommended Collection Level: 3cE

FAMILY AND CONSUMER SCIENCE

Purpose and Emphasis: The primary purpose of the Family and Consumer Science Collection is to support the Core Curriculum and Baccalaureate degree programs: Bachelor of Science in Restaurant and Foodservice Management; Bachelor of Science in Home Economics; Bachelor of Science in Dietetics; Bachelor of Science in Merchandising; and a Bachelor of Science in Education for those majoring in the teaching field of Home Economics. Additionally, the collection supports the minor fields of: Home Economics; Nutrition and Foods; Fashion Merchandising; and Restaurant and Foodservice Management. The primary emphasis of the collection is directed to teaching individual study in the area of Family and Consumer Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively.

b.) Chronological Coverage: Primary emphasis is on Family and Consumer Science in the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on Family and Consumer Science in the United States and other developed countries; however, no area is excluded.

d.) Format: Books and periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, proceedings, transactions of congresses, bibliographies, biographies, "how-to" books, laboratory manuals, monographs, and journals. Pertinent local, state, and federal government documents are acquired. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing clothing construction, food preparation, meal management, institutional management, nutrition, home furnishings, and family budgeting are collected. Materials that treat the historical development of the discipline are purchased. Books of a popular nature on nutrition, cooking, sewing, and home management are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection reflects and supports the retrospective contents and current acquisition of the Family and Consumer Science collection development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Family and Consumer Science. Standard family and consumer science dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Family and Consumer Science Collection:

1.) Standing Orders:

Consumers Index to Product Evaluations and Information Sources
Gourmet Index

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is of primary importance in the Family and Consumer Science field. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Commerce & Business, Chemistry, Education, General Works

Additional Resources: Online databases, Alabama Department of Public Health, Calhoun County Extension Service, Calhoun County Health Department, Day Care Centers, Ft. McClellan School of Food Service Management; Area hospitals and other academic institutions in the state of Alabama and region

Collection Assessment Tools: Applied Science & Technology Index; ARBA; Books for College Libraries; Callender, Mary C. Bibliography on Home Management with Emphasis for Handicapped Home Makers; Dyer, Annie. Guide to Home and Family Life; Feret, Barbara L. Gastronomical and Culinary Literature; Northwest Regional Education Laboratory. Vocational Instructional Materials Available from Federal Agencies; Reader's Guide to Periodical Literature; Sheehy, Eugene P. Guide to Reference Books; U. S. Department of Agriculture. Home Economics Research Reports.

Classifications That Define the Scope of the Collection:

640's, NK, TS-TX

Recommended Collection Level: 3bE

GENERAL WORKS

Purpose and Emphasis: The General Works Collection embraces the Sciences, Social Sciences, Humanities, Fine Arts, and Technology. The purpose of the collection is to provide general reference and informational support for the teaching and research needs of the Jacksonville State University community. It complements the discipline specific collections located on the subject floors of the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English will be purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, newspapers, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are general abstracts, indices, almanacs, yearbooks, periodicals, monographs, encyclopedias, directories, dictionaries, handbooks, and bibliographies; telephone directories; newspapers; biographical references, and vertical file materials. Theses and dissertations are purchased selectively.

f.) Treatment of Subject: Publications that are not subject specific, but rather are general in nature are purchased for this collection. In addition, materials on the history of scholarship and learning in the humanities, museums, general treatment of academic and learned societies, and collected essays are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The General Works Reference Collection mirrors and supports the retrospective contents and acquisition practices outlined in the General collection management and development statement. To this end, major indices, abstracts, bibliographies, are purchased to provide access to the general world of knowledge. Standard general dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.

i.) Acquisition Plans Affecting General Works Collection

1.) Standing Orders:

American Academy of Arts and Letters
Atlanta Journal/Constitution Index
Book Review Index
Book Review Index Supplements
British Humanities Index
Comprehensive Dissertation Index
Dissertation Abstracts
Index to Book Reviews in the Humanities

Index to US Government Periodicals
Information Please Almanac
Kirkus Reviews
Masters Abstracts International
Meet the Press
National Newspaper Index
New York Times Index
Newspaper Index to Southern History
Phonefiche
Whitaker's Almanac
World Almanac and Book of Facts

2.) Blanket Orders:
Rand Publications

3.) Approval Plans: None

i.) Deselection/Replacement: As currency is of primary importance in the General Reference area, every effort is made to insure that the collection is up-to-date and germane to the courses offered by the University. Thus, erroneous or dated materials are prime candidates for deselection/replacement. In the General Works area currency is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection/replacement are evaluated in accordance with the General Collection Management and Development Policy statement on deselection/replacement.

Related Subject Statements: All others in the Collection Management and Development Policy

Additional Resources: Online databases; other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Books for College Libraries; Encyclopedia Buying Guide; Kister, Kenneth F. Best Encyclopedias; Reader's Advisor; Recommended Reference Books; Sader, Marion. Encyclopedia Buying Guide; Sheehy, Eugene P. Guide to Reference Books; Walford, A. J. Walford's Guide to Reference Material; Wynar, Bohdan S. ARBA Guide to Subject Encyclopedias and Dictionaries.

Classifications that Define Scope of Collection: A's

Recommended Collection Level: 3cE

GEOGRAPHY AND ANTHROPOLOGY

Purpose and Emphasis: The primary purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. The Geography program offers either Bachelor of Science or a Bachelor of Arts degree with four areas of concentration: Environmental System Analysis, Cultural-Area Studies, Urban and Regional Planning, Techniques of Spatial Analysis. Additional support is directed to the Bachelor of Science in Education for those majoring in the teaching fields of Geography, Science, or Social Science. Collection concentration also supports the departmental minor fields of Geography, Anthropology, Environmental Studies Geography, Cultural Studies, and Geology. At the master level the collection supports the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of General Science or Social Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, nonprint media, maps, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are travel guides, handbooks, biographies, bibliographies, government publications, statistical publications, encyclopedias, dictionaries, analytical research reports, society publications, conference proceedings, monographs and journals. Atlases and gazetteers are acquired broadly. Maps, theses, and dissertations are purchased selectively.

f.) Treatment of Subject: Publications encompassing voyages and travels, cartography, physical geography, oceanography, anthropogeography, physical anthropology, ethnology, economic geography, political geography, remote sensing, geomorphology, meteorology, cultural geography, archaeology, folklore, and manners and customs are collected. Historical material dealing with the development and theory of Geography and Anthropology including autobiographies and biographies of notable geographers, explorers, anthropologists, archeologists, and cartographers are acquired. Materials on the legal and the ethical aspects of

Geography and Anthropology are purchased. Works written on a popular level are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Geography and Anthropology collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Geography and Anthropology. Standard geography and anthropology dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Geography and Anthropology Collection:

1.) Standing Orders:
Applied Geography Conference Papers and Proceedings
Bibliographia Cartographica
Countries of the World and and Their Leaders
De Soto Working Papers
Decade of North American Geology
Geographers: Bibliographical Studies
History of Cartography
International Yearbook of Cartography
Maps On File
National Planning Association
University of Chicago. Dept. of Geography Research Papers

2.) Blanket Orders:
National Geographic Society Publications

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Alabama Gallery, Audio-Visual, General Works, Geology, Government Documents, History, Political Science and Public Administration, Psychology, Sociology and Social Work

Additional Resources: JSU's Map Collection, online databases, Anniston Museum of Natural History, Alabama Geological Survey, U. S. Geological Survey, other academic institutions in the state of Alabama and region

Collection Assessment Tools: ARBA; Books for College Libraries; Brewer, James G. Literature of Geography; Current Geographical Publications; Durrenberger, Robert W. Geographical Research and Writing; Goddard, Stephen. A Guide to Information Sources in the Geographical Sciences; Harris, Chauncy D. Geographical Bibliography for American Libraries; International Bibliography of Social and Cultural

Anthropology; Sheehy, Eugene P. Guide to Reference Books; Social Sciences Index.

Classifications That Define Scope of Collection:

305-307, 390-399, 910-919, G-GR

Recommended Collection Level: 3cE

GEOLOGY

Purpose and Emphasis: At Jacksonville State University Geology is under the auspices of the Geography Department, which offers a minor in the field of Geology. Thus, the primary emphasis of the collection is to support teaching and research at that level, with additional emphasis on support for other science majors, the Core Curriculum, and students in the Bachelor of Science in Education Program majoring in the teaching field of General Science. Because of the interdisciplinary nature of the Geological Sciences, students should consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on geological sciences in North America, secondary emphasis is on world geology, and tertiary emphasis is on extraterrestrial geology.

d.) Format: Books, periodicals, nonprint media, maps, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, field guides, bibliographies, biographies, atlases, maps, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the Geological Society of America. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing mineralogy, petrology, structural geology, stratigraphic geology, paleontology, paleozoology, and paleobotany are collected. Historical material dealing with the development of Geology, including biographies and autobiographies of geologists, are purchased. Works of a popular nature are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices of the Geology collection management and development statement.

To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Geology. Standard geologic dictionaries, encyclopedias, handbooks, directories, yearbooks, biographical references, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Geology Collection:

1.) Standing Orders: None

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is important in the field of Geology. Every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Geography Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Chemistry, General Works, Geography, Government Documents, Physics & Engineering, Technology

Additional Resources: JSU's Map Collection, online databases, Alabama Geological Survey, U.S. Geological Survey, U.S. Soil Conservation Service, Alabama Oil and

Gas Board, and other academic institutions in the state of Alabama and the region.

Collection Assessment Tools: Applied Science & Technology Index; ARBA; Books for College Libraries; General Science Index; Hastings, Earl L. Bibliography of Alabama Geology; Pearl, Richard M. Guide to Geologic Literature; Pestana, Harold R. Bibliography of Congressional Geology; Sheehy, Eugene P. Guide to Reference Books; Ward, Frederick C. Geologic Reference Sources: A Subject and Regional Bibliography of Publications and Maps in the Geological Sciences.

Classifications That Define Scope of Collection:

550's, QE

Recommended Collection Level: 3aE

GOVERNMENT DOCUMENTS

Purpose and Emphasis: The purpose of the Government Documents Collection is to provide publications of the United States Government to the University community and the public at large. The primary emphasis of the collection is directed to supporting the teaching and research activities of the University.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. However, other languages are not excluded.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, maps, microforms, and machine-readable data files.

e.) Types of Material: Included are monographs, serials, directories, biographies, handbooks, yearbooks, maps, annual reports, statistical publications, indices, and bibliographies. Posters and pictures are excluded. Publications and proceedings of U. S. governmental agencies, departments, and branches are collected.

f.) Treatment of Subject: The U.S. G.P.O. requires depository libraries to collect certain titles which form a core collection. These titles are:

Budget of the United States Government
Catalog of Federal Domestic Assistance
Census Catalog and Guide
Census of Population and Housing
Code of Federal Regulations
Congressional Directory
Congressional District Data Book
Congressional Record
County and City Data Book
Federal Register
Historical Statistics of the United States
Monthly Catalog of United States Government Publications
Publications Reference File
Slip Laws (Public)
Statistical Abstract of the United States
Statues at Large
Subject Bibliographies
United States Code
United States Government Manual
United States Reports
Weekly Compilation of Presidential Documents

Publications encompassing population, housing agriculture, education, criminal justice, drug abuse, child abuse, maternal and child health, military history, U.S. history, U.S. laws and legislation, developing countries, national parks, library science, mental health, public health, environmental issues, and space and technology are collected extensively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the

General Collection Management and Development Policy. Included are standard indices, bibliographies, directories, abstracts, handbooks, yearbooks, and biographical references.

i.) Acquisitions Plans Affecting the Government Documents Collection:

1.) Standing Orders:
CIS Annual
Transdex
Index Medicus
Index to U.S. Government Periodicals
Research In Education

2.) Blanket Orders: None
3.) Approval Plans: None

j.) Deselection/Replacement: Documents except when superseded, must be retained for five years. Discarding will be done in accordance with the Government Printing Office Policy as stated in Instructions to Depository Libraries. Documents are replaced following standard selection criteria.

Related Subject Statements: All others in the Collection Management and Development Policy

Additional Resources: GPO Regional Depositories and other selected depositories in the area

Collection Assessment Tools: Hernon, Peter Developing Collections of U.S. Government Publications; Instructions to Depository Libraries; "List of Classes of United States Government Publications Available for Selection by Depository Libraries." Morehead, Joe. Introduction to United

States Public Documents; Publications Reference File.

Robinson, Judith Schiek. Tapping the Government Grapevine.

Classifications That Define Scope of Collection: A-Z

Recommended Collection Level: N/A

HISTORY

Purpose and Emphasis: The purpose of the collection is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Baccalaureate degrees offered are the Bachelor of Arts in History and the Bachelor of Science in Education, for those majoring in the teaching fields of History or Social Sciences. In addition, support is given to the minor in History. At the Master level support is directed for the Master of Arts in History. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching fields of History or Social Sciences. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: Emphasis is on materials about the United States, Western Europe, and Latin America, but no area is excluded.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, society transactions, conference proceedings, bibliographies, biographies, statistical publications, monographs and journals. Theses and dissertations are acquired selectively.

f.) Treatment of Subject: Publications encompassing political, demographic, economic, diplomatic, military, social, cultural, and intellectual aspects of History are collected. Historiographies, including biographies and autobiographies of historians are purchased. Materials written on a popular level are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the History collection management and development statement. To this end, English language history abstracts and indices are purchased to provide access to the literature of History. Standard historical dictionaries, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting History Collection:

1.) Standing Orders:

Africa 19__
Africa South of the Sahara
Anglo Saxon England
Annual Bibliography of British and Irish History
Annual Obituary
Annual Register
Best Editorial Cartoons
Bibliographic Anuelle De L Historie De France
Biography and Genealogy Master Index Supplement
BPP House of Commons
BPP House of Lords
Britain
Camden Series
Canada
Canadian Annual Review of Politics and Public Affairs
Covered Wagon Women
Dictionary of American Biography
Dictionary of International Biography
Dictionary of the Middle Ages
Documentary History of First Federal Congress...
East Asia and the Western Pacific
Editorials on File
Encyclopedia of Ukraine
Encyclopedia USA
Facts on File Five Year Index
Facts on File Yearbook
Far East and Australia
Guides and Handbooks (Royal Historical Society)
Handbook of Latin American Studies
Historic Documents
International Who's Who
Latin America 19__
Latin American Studies Series
Legislative Histories
Marquis Who's Who Index To Who's Who Books
Middle East and North Africa
Middle East and South Asia
Middle East Contemporary Survey
Modern Encyclopedia of Soviet History
Monograph Series in World Affairs
New York Times Personal Name Index
Northern History
Papers of Andrew Jackson

Papers of Andrew Johnson
Papers of Benjamin Franklin
Papers of Henry Clay
Papers of James Madison
Papers of Jefferson Davis
Papers of John C. Calhoun
Papers of John Marshall
Papers of Thomas Jefferson
Papers of Ulysses S. Grant
Papers of Woodrow Wilson
Passenger and Immigration Lists Index
Royal Historical Society Publications
South American Handbook
Soviet East European Survey
Statistical Abstract of Latin America Supplement
Studies in 19th Century Culture
Terrae Incognitae
Traditio
Transactions of the Royal Historical Soc. ...
Universities Field Staff International Reports
Viator
Western Europe
What They Said In
Who Was Who
Who's Who
Who's Who in America
Who's Who in the East
Who's Who in the Midwest
Who's Who in the West
Who's Who of American Women
Women's Studies Abstracts
World Bibliographic Series
Writings of Herman Melville
Writings on American History

2.) Blanket Orders:

University of Alabama Press

3.) Approval Plans: None

j.) Deselection: Currency is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Alabama Gallery; Audio-Visual; Auxiliary Sciences of History; General Works; Languages and Related Literatures; Law; Philosophy, Ethics, & Religion; Political Science & Public Administration

Additional Resources: Online database, Alabama Department of Archives and History, Other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; America, History and Life; Books for College Libraries; Bibliography of British History; General European and World History; Freidel, Frank B. Harvard Guide to American History; Fritze, Ronald. Reference Sources in History; Hepworth, Philip. How to Find Out in History; Historical Abstracts; Humanities Index; Poulton, Heleon J. and Marguerite S. Howland. Historians Handbook; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection:

900's, D's, E's, F's

Recommended Collection Level: 3cE

LANGUAGES AND RELATED LITERATURES

Purpose and Emphasis: The primary purpose of the collection is to support teaching and research for the Core Curriculum, Baccalaureate, and Master level programs. Baccalaureate degrees offered are: Bachelor of Arts in Foreign Language, Bachelor of Arts in English, the Bachelor of Science in Education, for those majoring in Foreign Languages in the teaching fields of French, Spanish, or German, and the Bachelor of Science in Education, for those majoring in the teaching fields of English or Language Arts. In addition, support is given to the minors in Foreign Language, Communication, English, Creative Writing, and Business and Technical Writing. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the library.

Collection Guidelines:

a.) Languages: No limitations.

b.) Chronological Guidelines: No limitations.

c.) Geographical Guidelines: No limitations.

d.) Format: Books, monographs, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are tutorials, atlases, handbooks, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, anthologies, grammar books, style manuals, composition handbooks, monographs, and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the Modern Language Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing philology, linguistic science, socio-linguistics, semantics, grammar, lexicography, linguistic geography, literary criticism, and world languages and literatures are collected. Historical materials dealing with the development of languages and literatures, including autobiographies and biographies of lexicographers, linguists, and other scholars of languages and literatures, are purchased.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

h.) Reference Collection: The reference collection mirrors and supports the retrospective contents and current acquisitions practices outlined in the Languages and Related Literatures collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to world languages and literatures. Standard literary and language dictionaries, encyclopedias, handbooks, biographical references, directories, lexicons, and yearbooks are updated regularly.

i.) Acquisition Plans Affecting the Languages and Related Literatures Collection:

1.) Standing Orders:

Annual Bibliography of English Language and Literature
Approaches to Teaching . . .
Bibliography of the English Language from 1400 ...
Classical and Medieval Literature Criticism
Comparative Criticism
Contemporary Authors
Contemporary Authors -- Autobiography
Contemporary Authors -- Index
Contemporary Authors -- Revision Series
Contemporary Literary Criticism
Critical Essays Series
Dictionary of Literary Biography Yearbook
French XX Bibliography
German Library
Glyph
Goethe in English
Literature Criticism from 1400-1800
Magill's Literary Annual
MLA Directory of Periodicals
MLA International Bibliography
Nineteenth Century Literature Criticism
Poetry Criticism
Poetry Index Annual
Short Story Criticism
Something about the Author
Something about the Author -- Autobiography Series
Twayne's Masterwork Studies
Twayne's World Authors Series
Twentieth Century Literary Criticism
Yearbook of Comparative and General Literature

2. Blanket Orders: None

3. Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; American Literature; Art; English Literature; General Works; History; Music; Philosophy, Ethics, and Religion, Western European Literatures

Additional Resources: Online databases and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Books for College Libraries; LLBA; MLA; Palfrey, Thomas R. A Bibliographical Guide to the Romance Languages and Literatures; Sheehy, Eugene P. Guide to Reference Books; Gordon, W. T. Semantics: a Bibliography; Thompson, George A. Key Sources in Comparative and World Literature; Yearbook of Comparative and General Literature.

Classifications That Define the Scope of Collection: 400's, 800-809, 829, 870-899, P-PN

Recommended Collection Level: 3cF

LAW

Purpose and Emphasis: As there is not a degree program in the field of Law, the primary purpose and emphasis of the Law collection is to support the courses of study offered in the Core Curriculum, Pre-Law, Criminal Justice, and Political Science programs. Further support is directed to other curricula offered in the disciplines of Education, Commerce and Business Administration, Nursing, Social Work, or History. Secondary emphasis is directed to faculty teaching and research and research assistance for local legal inquiries.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support law research.

b.) Chronological Coverage: Primary emphasis is on law in the 20th-century; however, no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on law in Alabama and the United States; secondary emphasis is on law in English-speaking countries. Materials covering other countries are obtained selectively.

d.) Format: Books, periodicals, nonprint media and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are indices, abstracts, dictionaries, directories, encyclopedias, bibliographies, biographies, case books, monographs and journals. Pertinent local, state, and federal documents, as well as publications and proceedings of professional organizations such as the American Bar Association, are acquired. Theses and dissertations are purchased selectively.

f.) Treatment of Subject: Publications encompassing criminal justice, business law, education law, and constitutional law are collected. Historical materials dealing with the development of law, legal systems, and criminal justice, including biographies and autobiographies of notable jurists, are acquired. Alabama law is collected extensively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection reflects and supports the retrospective contents and current acquisition practices as outlined in the the Law collection management and development statement. To this end, major English language law abstracts, indices, and bibliographies are purchased to provide access to the literature of Law. Standard law dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Law Collection:

1.) Standing Orders:

Acts of Alabama
Advanced Annotation Service to the Code of Alabama
Advisory Opinions
Alabama Digest
Alabama House Journal
Alabama Limitations of Actions and Notice Provisions
Alabama Practice Series
Alabama Reporter
Alabama Rules Annotated
Alabama Rules of Court
Alabama Senate Journal
Alabama State Government Information Fact Finder Directory
Almanac of American Politics
Almanac of the Federal Judiciary
ALR Medical Malpractice
American Jurisprudence: Proof of Facts
American Law of Zoning
Bankruptcy Law Manual
Business Forms on File
CIS Annual and Index
Civil Rights and Civil Liberties Litigation
Code of Alabama
Complete Manual of Criminal Forms
Consumer Credit and the Law
Corpus Juris Secundum
Corrections Yearbook
Crime and Justice
Crime and Juvenile Delinquency
Crime and Juvenile Delinquency Abstracts with Update Guide
Crimes of Violence
Criminal Defense Techniques
Criminal Justice History
Criminal Law Defenses
Criminal Law Digest
Criminal Law Review
Criminal Offenses and Defenses in Alabama
Criminal Procedure Handbook
Criminology and Penology Abstracts
Cyclopedia of Trial Practice: Proof of Traumatic Injury
Defending Business and White Collar Crimes

Directory of Juvenile and Adult Correctional Departments
Dombroff on Evidence
Employee and Union Member Guide to Labor Law
Estate Planning Law Locator
Federal Court and Appeals Manual
Federal Index
Federal Register
Federal Reporter
Federal Rules of Criminal Procedures
Federal Supplement
Forensic Science
Guide American Law Yearbook
Handling Misdemeanor Cases
Handling Narcotic & Drug Cases
Law of Electronic Surveillance
Handling Misdemeanor Cases
Handling Narcotic and Drug Cases
Hazardous Product Litigation
Hearsay Handbook
Investigation and Preparation of Criminal Cases
Jones on Evidence
Juvenile and Adult Correctional Departments, Institutions...
Law of Sentencing
Life and Health Insurance Law
Martindale Hubbell Law Directory
Military Rules of Evidence
Patton on Land Titles
Personal Forms on File
Photographic Evidence
Post Conviction Remedies
Prisoners and the Law
Prosecutorial Misconduct
Questioning Techniques and Tactics
Real Estate Law Digest
Real Estate Law Locator
Rights of Juveniles
Search and Seizure
Sexual Orientation and the Law
Shepards Acts and Cases by Popular Names
Shepards Code of Federal Regulations Citations
Shepards Discovery Proceedings in Federal Practice
Shepards Federal Citations
Shepards Subchapter S Taxation
Shepards U.S. Citation Case Edition
Shepards U.S. Citations
Successful Techniques for Criminal Trials
Suggested State Legislation
Supreme Court Reporter
Supreme Court Review
Tax Law Locator
Testimonial Privileges

Tilley's Alabama Equity
Trial Handbook for Alabama Lawyers
Trial Practice & Procedures in Alabama
Uniform Laws Annotated
U.S. Code Annotated
U.S. Identification Manual
U.S. Supreme Court Digest
Wests Federal Practice Digest
Whartons Criminal Evidence
Wiretapping and Eavesdropping

j.) Deselection/Replacement: Currency is of primary importance in the field of Law. Every effort is made to insure that the collection is up-to-date and germane to the degree programs offered. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Alabama Gallery, Audio-Visual, Commerce & Business Administration, Criminal Justice, Education, General Works, History, Philosophy, Political Science & Public Administration, Sociology & Social Work

Additional Resources: Online databases, Alabama Criminal Justice Information System, Alabama Judicial Inquiry Commission, Calhoun County Law Library, Fort McClellan Legal Services, Legal Services of Anniston, Univeristy of Alabama Law Library, Cumberland School of Law Library

Collection Assessment Tools: ARBA: Annual Legal Bibliography; Books for College Libraries; Criminal Justice Abstracts; Criminal Justice Periodical Index; De Grazia, Alfred. Law, Jurisprudence, and Judicial Process: an Annotated and Intensively Indexed Compilation of Significant Books, Pamphlets, and Articles, Selected and Processed by the University Reference System. Millington, Edward. Choice Collection of Law Books; P.A.I.S.; Wasserman, Paul. Encyclopedia of Legal Information Sources: A Bibliographic Guide to Approximately 19,000 Citations, Organizations, and other Sources of Information on 460 Law-Related Subjects.

Classifications That Define Scope of Collection: 340's, 364, HV, JX, K's

Recommended Collection Level: 3aE

LIBRARY SCIENCE AND BIBLIOGRAPHY

Purpose and Emphasis: The purpose of the Library Science Collection is to support the Baccalaureate and Master level Instructional Media Programs offered by the College of Education. Secondary support is directed to the administrative, teaching, and research needs of the faculty and staff. The Bibliography Collection exists to support the informational needs of the University community, providing access to the wider world of scholarly publications. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English will be purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, newspapers, and selected materials in microforms and machine readable-data files.

e.) Types of Materials: Included are abstracts, indices, almanacs, yearbooks, journals monographs, encyclopedias, directories, dictionaries, handbooks, bibliographies, and biographies. Theses and dissertations are purchased selectively.

f.) Treatment of Subject: Publications encompassing history of books and bookmaking, book industry and trade, book selling and publishing, writing, printing, copyright, censorship, libraries and library science, and bibliography are collected. Materials dealing with the historical development of libraries, publishing, and bibliography, including autobiographies and biographies of librarians, publishers, and bibliographers are acquired. Works of a popular nature are purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and acquisition practices outlined in the Library Science and Bibliography collection management and development statement. To this end, major indices, abstracts, and bibliographies, are purchased to provide access to the literature of Library Science. Standard library science dictionaries, encyclopedias, almanacs, handbooks, and directories are collected.

i.) Acquisition Plans Affecting Library Science & Bibliography Collection:

1.) Standing Orders:

Advances in Librarianship
Advances in Serials Management
ALA Yearbook
American Academy of Arts and Letters
American Library Directory
American Reference Books Annual
Annual Review of Information Science and Technology
AV Marketplace
Biography and Genealogy Master Index
Book Review Digest
Book Review Index
Books for the the Teenager
Books In Print
Bowker Annual of Library and Book Trade Information
Children's Literature Review
Educational Media and Technology Yearbook
Educators Guide to Free Audio and Video Materials
Educators Guide to Free Films
Educators Guide to Free Filmstrips and Slides
Educators Guide to Free Tapes, Scripts, and Transcriptions
Encylopedia of Library and Information Science
Equipment Directory
Film and Video Finder
Film Literature Index
Film Review Annual
Gale Directory of Publications
Index to Book Reviews in the Humanities
Index to Government Periodicals
International ISBN Directory
LC Classifications
LC Rule Interpretations of AACR2
Recommended Reference Books
Spec Kits
Standard Periodical Directory
Studies in Bibliography
Subject Collections
Index to 35mm Educational Filmstrips
Index to Producers and Distributors
International Television and Video Almanac
Magill's Cinema Annual
Media Review Digest
School Library Media Annual
University of Illinois Occasional Papers

2.) Blanket Orders:

American Library Association
Junior Literary Guild

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; Education; General Works

Additional Resources: Online databases, other academic institutions in the state of Alabama and the region

Collection Assessment Tools: *ARBA*; *Bibliographic Index*; *Books for College Libraries*; *Library Literature*; Sheehy, Eugene P. *Guide to Reference Books.*

Classifications That Define Scope of Collection: Z's

Recommended Collection Level: 3cE

MATHEMATICAL, COMPUTING, AND INFORMATION SCIENCES

Purpose and Emphasis: The collection's primary purpose and emphasis is to support the teaching and research efforts of the Department of Mathematical, Computing, and Information Sciences at the Core Curriculum, Baccalaureate, and Master levels. At the Baccalaureate level three majors are offered: Computer Information Systems, Computer Science, and Mathematics. The CIS program concentrates on business applications of computers. The Computer Science program concentrates on those students who wish to study the theory and application of computers in a scientific/mathematical environment. The Mathematics major includes three concentrations: Applied Mathematics for those students who wish to pursue a career in the Applied Science and Engineering fields; Mathematics Education for those majoring in the teaching field of Mathematics; and Mathematics for those intending to enter graduate studies in Mathematics. In addition, at the Baccalaureate level there is a Certificate in Computer Science for those students who have earned a Baccalaureate degree previously. The collection also supports the minor fields of Mathematics, Computer Information Systems, and Computer Science. At the Master level, the department offers courses leading to the Master of Science in Mathematics and supporting courses for the Master of Business Administration. Further, students pursuing the Master of Science in Education or the

Educational Specialist Degree may major in Secondary Education with emphasis in the teaching field of Mathematics. Secondary emphasis of the collection is to support faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: There are no limitations for Mathematics. For Computing and Information Sciences, emphasis is on the 20th-century.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, nonprint media and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, statistical publications, analytical research reports, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Mathematical

Society, Association for Computer Educators, International Society for Technology in Education, and National Council of Teachers of Mathematics Publications. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing mathematical logic, computer science, data processing, elementary mathematics, game theory, algebra, numerical analysis, geometry, topology, calculus, trigonometry, and analytical mechanics are collected. Historical materials dealing with the development of mathematics and computer and information science, including biographies and autobiographies of prominent mathematicians and information scientists are purchased. Sources on the legal and ethical aspects of computer and information science are acquired. Popular works and software specific manuals are collected extensively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Mathematical, Computing, and Information Sciences management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Mathematical, Computing, and Information Sciences. Standard mathematical, computing, and information sciences dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Mathematical, Computing And Information Sciences Collection:

1.) Standing Orders:

Advances in Computers
Annual Review of Computer Science
Computer Literature Index
Handbook of Systems Management

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: As currency is of primary importance in the Mathematical, Computing, and Information Sciences fields every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Mathematical, Computing, and Information Sciences Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, General Works, Physics and Engineering, Technology

Additional Resources: Online databases, JSU Computer Services Center, other academic libraries within the state of Alabama and the region

Collection Assessment Tools: ACM Guide to Computing Literature; American Mathematical Monthly; Applied Science & Technology Index; ARBA; Bibliographic Guide to Computer Science; Books for College Libraries; Computer Literature Index; Dorling, Alison R. Use of Mathematical Literature; Education Index; General Science Index; Myers, Darlene. Computer Science Resources; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define the Scope of the Collection:

510's, QA, TK

Recommended Collection Level: 3cE

MILITARY SCIENCE

Purpose and Emphasis: The primary purpose of the collection is to support teaching and research at the Core Curriculum and Baccalaureate levels. In addition to the Army Reserve Officer Training Corps (ROTC) Program, Jacksonville State offers a minor in Military Science for the Bachelor of Science Degree. The Military Science Collection also supports studies in the Political Science and History disciplines. Secondary support is directed to faculty teaching and research and research assistance for students with special research projects and interests.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: No limitations.

c.) Geographical Coverage: No limitations.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, dictionaries, directories, handbooks, bibliographies, biographies, analytical reports, statistical publications, monographs and journals. Pertinent government documents are acquired.

Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing the history of arms, armies, military administration, infantry, cavalry, military engineering, air warfare, marines, naval seamen, naval ordinance, and naval warfare. Historical materials dealing with the development of Military and Naval Science, including autobiographies and biographies of seamen, soldiers, and other military figures are collected. Materials on the legal and the ethical aspects of Military Science are acquired. Popular works are collected.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference collection reflects and supports the retrospective contents and current acquisition practices outlined in the Military Science collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Military Science. Standard military dictionaries, encyclopedias, biographical references, handbooks, directories, yearbooks and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Military Science Collection:

1.) Standing Orders:

SIPRI Yearbook

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual, Auxiliary Sciences of History, General Works, History, Law, Political Science and Public Administration

Additional Resources: Fort McClellan

Collection Assessment Tools: ARBA; Books for College Libraries; Writings on American History.

Classifications That Define Scope of Collection:

355-359, U's, V's

Recommended Collection Level: 3aE

MUSIC

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Core Curriculum and Baccalaureate degree programs: Bachelor of Music degree with a major in Performance; Bachelor or Arts degree with a major in Music; and a Bachelor of Science in Education degree with a major in the teaching fields of Music-Instrumental or Music-Vocal/Choral. Additional support is directed to teaching and research in the Master of Science in Education and the Educational Specialist degree programs for those majoring in Music Education in the teaching field of Instrumental or Vocal/Choral. Secondary support is directed to faculty teaching and research and research assistance for patrons. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on post-1550 musical literatures, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on European and American classical music; secondary emphasis is on American popular music. Selected purchases are made of materials covering non-Western cultures.

d.) Format: Books, periodicals, facsimiles, scores, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, scores, recordings, facsimiles, song-books, teaching manuals, monographs, and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations, such as the National Association of Teachers of Music and the National Association of Schools of Music. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing composition, instruments and instrumental music, vocal music, dance music, sacred music, opera, national music, and popular music are collected. Materials dealing with the aesthetics, physical, psychological, pedagogical, ethical, and therapeutic aspects of music are purchased. Sources treating the history of music, including biographies of musicians and notables in music, are collected. Popular works are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Music collection management and development statement. To this end, major English language abstracts, indices, bibliographies are purchased to provide access to the literature of Music. Standard music dictionaries, encyclopedias, handbooks, directories, biographical references, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Music Collection:

1.) Standing Orders:
   American Musicological Society Directory
   Bulletins (NASM)
   Complete Works of Franz Liszt
   Das Chorwerk
   Directory of the National Association of Music
   Handbook of the National Association of School of Music
   Music Antiqua Bohemica
   Music Antiqua Bohemica Series II
   Music Index
   Musica Viva Historica
   Proceedings of the National Association of Schools of Music
   Recent Researches in American Music
   Recent Researches in the Music of Pre-Classical Music
   Recent Researches in the Music of the Baroque Era
   Recent Researches in the Music of the Middle Ages
   Recent Researches in the Music of the Renaissance

2.) Blanket Orders:

National Association of Schools of Music

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Art; American Literature, Audio-Visual; English Literature; Drama; Education; General Works; History; Languages & Related Literatures; Philosophy, Ethics & Religion; Psychology, Western European Literature

Additional Resources: Online databases, Library's collection of sound recordings at Mason Hall, Alabama Symphony, academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Blazek, Ron. The Humanities; A Basic Music Library; Books for College Libraries; Duckles, Vincent. Music Reference and Research Materials; Humanities Index; Music Index; RILM; Sheehy, Eugene P. Guide to Reference Books; Winesanker, Michael. Books on Music.

Classifications That Define Scope Collection: 780's, M's

Recommended Collection Level: 3cE

NURSING

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Baccalaureate Nursing program: Human Behavior, Health Maintenance and Promotion, Family and Community Health, and Prevention. Additional support is directed to the Bachelor of Science in Education degree with a major in Health Education. At the Master level support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Health Education. Secondary support is directed to faculty teaching and research and research assistance for local area allied health professionals. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on nursing in the United States; secondary emphasis is on nursing as practiced in the major British Commonwealth countries. Selective purchases are made of materials covering nursing in Third World and developing nations.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias; directories; dictionaries; handbooks; diagnostic and evaluative instruments; standards, licensing, and examination manuals; bibliographies; biographies; statistical publications; analytical research reports; monographs; and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the National League of Nursing and the American Nurses' Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing public health, medical economics, forensic medicine, toxicology, geriatrics, sports medicine, surgery, gynecology and obstetrics, pediatrics, nutrition, therapeutics, and pharmacology are collected. Historical material dealing with the development of nursing, including biographies and autobiographies of nurses and other health care workers, are purchased. Sources on the legal and ethical aspects of health care and Nursing are acquired. Monographic works treating exclusively the physician, specialist, or medical researcher are acquired selectively. Appropriate popular works are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Nursing collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Nursing. Standard nursing and medical dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Nursing Collection:

1.) Standing Orders:

AJN Nursing Boards Review
American Hospital Formulary Service Drug Information
Annual Review of Medicine
Annual Review of Nursing Research
Annual Review of Pharmacology
Cumulative Nursing and Allied Health Index
Directory of Medical Specialists
Health Professions Report
Hospital Literature Index

International Nursing Index
Medical Research Funding Bulletin
National Health Directory
Nurse Administrators Desk Reference
Nursing Case Law Reporter
Physicians Desk Reference
Physicians Desk Reference for Non-Prescription Drugs
Region 2 Union List of Serials

2.) Blanket Orders:

American Nurses Association Publications
National League for Nursing Publications

3.) Approval Plans:

Blackwell-North American

j.) Deselection/Replacement: As currency is of primary importance in the Medical and Nursing fields every effort is made to insure that the collection is up-to-date and germane to the programs offered by the College of Nursing. Thus, erroneous and dated materials are prime candidates for deselection, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; Biology; Chemistry; Education; Family & Consumer Science; General Works; Philosophy, Ethics, & Religion; Psychology, Sociology & Social Work

Additional Resources: Online databases, JSU's College of Nursing School Media Center, Lister Hill Medical Library, Alabama Hospital Library Association, Southeastern/Atlantic Regional Medical Library Service, University of Alabama Health Science Library, and local area hospital libraries

Collection Assessment Tools: AJN International Nursing Index; American Journal of Nursing (December issue) ARBA; Biological & Agricultural Index; Books for College Libraries; Bulletin of the Medical Library (Brandon-Hill Lists); Cumulative Index to Nursing & Allied Health Literature; General Science Index; Hospital Literature Index; Index Medicus; National Library of Medicine. National Medical Audio Visual Center Catalog; Nursing Studies Index; Peretz, Annette, Core Collection in Nursing and Allied Health Sciences: Books, Journals, Media; Sheehy, Eugene P. Guide to Reference Books; Warner, S. D. Author's Guide to Journals in Nursing and Related Fields.

Classifications That Define Scope of Collection:

610's, QH, QM, QP, QR, R's

Recommended Collection Level: 3bE

PHILOSOPHY, ETHICS, & RELIGION

Purpose and Emphasis: While Jacksonville State University does not offer a major or minor in Philosophy, Ethics, or Religion, students are encouraged to take courses within these areas to support their Baccalaureate curricula. Courses are offered in Logic, Ancient Philosophy, Modern Philosophy, Contemporary Philosophy, and Ethics. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is placed on materials relevant to the study of the progression of philosophic and religious thought from its ancient beginnings to the present.

c.) Geographical Coverage: Primary emphasis is on the works of western philosophers, while writings of non-western philosophers are acquired selectively.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are encyclopedias, directories, dictionaries, handbooks, bibliographies, biographies, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional philosophical associations and organizations such as the American Philosophical Society. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing logic, epistemology, ontology, cosmology, occult sciences, parapsychology, aesthetics, religions, and theology are collected. Historical material dealing with the development of Philosophy and Religion, including biographies and autobiographies of philosophers, theologians, and notable religious figures are purchased. Materials on the legal and ethical aspects of Religion and works written on a popular level are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collections: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the

Philosophy, Ethics, and Religion collection management and development statement. To this end, major English Language indices, abstracts, and bibliographies are purchased to provide access to the literature of Philosophy. Standard philosophical dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are regularly updated.

i.) Acquisition Plans Affecting Philosophy Collection:

1.) Standing Orders:
Christmas Annual
Tanner Lectures on Human Values
Tulane University Studies in Philosophy
Yearbook of American and Canadian Churches

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: American Literature; Audio-Visual; Auxiliary Sciences of History; English Literature; Education; General Reference; History; Languages & Related Literatures; Law; Nursing; Political Science & Public Administration; Psychology;

Sociology & Social Work; Western European Literatures

Additional Resources: Online databases and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Books for College Libraries; De George, Richard T. The Philosophers' Guide to Sources, Research Tools, Professional Life, and Related Fields; Guerry, Herbert. A Bibliography of Philosophical Bibliographies; McLean, George F. An Annotated Bibliography of Philosophy and Catholic Thought 1900-1964, Bibliography of Christian Philosophy and Contemporary Issues; Philosopher's Index; The Reader's Advisor; Reference Books Bulletin; Sheehy, Eugene P. Guide to Reference Books; Tobey, Jeremy L. History of Ideas: A Bibliographical Introduction.

Classifications That Define Scope of Collection:

B-BD, BH-BJ, BL-BS, HX, JC, K201-487, R723-726

Recommended Collection Level: 3aE

PHYSICS AND ENGINEERING

Purpose and Emphasis: Primary support is directed to teaching and research in the areas of the Core Curriculum and Baccalaureate Physics programs: Bachelor of Science in Physics and the Bachelor of Science in Education for those majoring in the teaching fields of Physics or General Science. Additionally, the collection supports the minor in Physics, the two-year Pre-engineering program, and Astronomy courses. Further, the collection supports the research and teaching activities leading to the Master of Science in Education and the Education Specialist degrees for those majoring in Secondary Education with a teaching field in General Science. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on Physics and Engineering in the United States.

d.) Format: Books, periodicals, non-print media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, analytical research reports, statistical publications, bibliographies, biographies, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Institute of Physics and American Physical Society. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing astronomy, astrophysics, experimental mechanics, acoustics, heat, optics, nuclear and particle physics, electricity and magnetism, geophysics, meteorology, quantum mechanics, and theoretical mechanics are collected. Historical material dealing with the development of physics and engineering, including biographies and autobiographies of physicists and engineers are purchased. Materials on legal and ethical aspects of Physics and Engineering and works written on a popular level are acquired selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Physics and Engineering collection management and development statement. To this end, English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Physics and Engineering. Standard physics and engineering dictionaries, biographical references, encyclopedias, handbooks, directories, yearbooks, and statistical abstracts are regularly updated.

i.) Acquisition Plans Affecting Physics and Engineering Collection:

1.) Standing Orders:
Astronomical Calendar

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: As currency is of primary importance in the physics and engineering fields every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Physics and Engineering Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they retain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; General Works; Mathematical, Computing, & Information Sciences; Military Science; Technology

Additional Resources: Online databases, other academic institutions within the state of Alabama and the region

Collection Assessment Tools: Applied Science & Technology Index; ARBA; Books for College Libraries; Chen, Ching-chih. Scientific and Technical Information Sources; General Science Index; Home, Roderick W. History of Classical Physics: A Selected Annotated Bibliography; Kemp, D. A. Astronomy and Astrophysics: A Bibliographical Guide; Malinowsky, H. R. Science and Engineering Literature; Shaw, Dennis F. Information Sources in Physics; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection:

510-539, 620's, QA-QC, T-TN

Recommended Collection Level: 3cE

POLITICAL SCIENCE AND PUBLIC ADMINISTRATION

Purpose and Emphasis: The collection's primary purpose and emphasis is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Baccalaureate degrees offered are the Bachelor of Arts in Political Science, the Bachelor of Arts in Political Science/Pre-Law, and the Bachelor of Science in Education for those majoring in the teaching field of Political Science. Areas of concentration at the Baccalaureate level include: Theory and Methodology, American Government, and Global Studies. Additionally, the minors of Political Science and International Studies are supported. At the Master level support is directed for the Master of Arts in Political Science and the Master of Public Administration. Further support is provided for the Master of Science in Education and the Educational Specialist for those majoring in Secondary Education in the teaching field of Political Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on government, politics, and society in the United States, but no area is excluded from consideration.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, biographies, bibliographies, analytical research reports, statistical publications, monographs and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Political Science Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing political theory, constitutional history and administration, law, government organization, federal and state relations, political rights, political parties, local and state government, public finance, diplomacy, international relations, international law, and forms of the state are collected. Historical material dealing with the development of Political Science and Public Administration, including autobiographies and biographies of political theorists and notable political figures are acquired intensively. Popular works are purchased.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined of the Political Science and Public Administration collection development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Political Science and Public Administration. Standard political science and public administration dictionaries, encyclopedias, directories, yearbooks, biographical references, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Political Science and Public Administration Collection:

1.) Standing Orders:

Acts of Alabama
Advisory Opinions
Alabama Digest
Alabama House Journal
Alabama Limitations of Actions and Notice Provisions

Alabama Practice Series
Alabama Reporter
Alabama Rules of Court
Alabama Senate Journal
Alabama State Government Information Fact Finder Directory
Almanac of American Politics
America Votes
American Defense Annual
Annual Review of UN Affairs
Black Elected Officials
Book of the States
Brookings Institution
CIS Annual and Index
Code of Alabama
Congress and the Nation
Congressional Quarterly Almanac
Congressional Quarterly Paperbacks
Congressional Staff Directory
Constitution of the United States
Corpus Juris Secundum
County and State Officials Directory
CQ
Cumulated Annual Indexes to the Current Digest of the Soviet Press
Current American Government Guide
Current Digest of the Soviet Press
Current Soviet Policies
Europa Yearbook
Federal Court of Appeals Manual
Federal Index
Federal Register Index
Federal Reporter
Federal Supplement
Federal Yellow Book
Guide to American Law Yearbook
International Yearbook and Statesmans Who's Who
Kaleidoscope: Current World Data
Major Studies of the Congressional Research Service
Michigan Yearbook of International Legal Studies
Municipal Yearbook
Patton on Land Titles
Photographic Evidence
Political Handbook of the World Council on Foreign Relations
Shepards Acts and Cases by Popular Names
Shepards Alabama Citations
Shepards Code of Federal Regulations Citations
Shepards Federal Citations
Shepards Subchapter S Taxation
Shepards U.S. Citations Case Ed
Shepards United States Citations
Social Security Claims and Procedures

State Administrative Officials
State Elective Officials and Legislatures
State Government: CQ's Guide to Current Issues and Activities
State Legislative Leadership Committees and Staff
Statesmans Yearbook
Suggested State Legislation
Supreme Court Reporter
Supreme Court Review
Tilley's Alabama Equity
U.S. Congress Handbook
U.S. Code Annotated
U.S. Code Congressional and Administrative News
U.S. Supreme Court Digest
Uniform Law Annotated
United States Political Science Documents
Vital Statistics on Congress
Wests Federal Practice Digest
Who's Who in American Politics
Yearbook of International Communist Affairs Annual
Yearbook of International Organizations
Yearbook of the United Nations

2.) Blanket Orders/Approval Plans:

Brookings Institute
American Enterprise Institute
Congressional Quarterly Books

j.) Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; Commerce & Business Administration; Criminal Justice; Education; General Works; History; Law; Philosophy, Ethics, & Religion; Sociology & Social Work

Additional Resources: Online databases, East Alabama Regional Planning & Development Commission, Alabama Legislative Reference Service, U.S. Advisory Commission on Intergovernmental Relations, U.S. Office of Government Ethics, U.S. Office of Intergovernmental Affairs, U.S. Office of Legislative Affairs, U.S. Office of Public Affairs, Local Representatives' Offices

Collection Assessment Tools: *ARBA*; *Books for College Libraries*; Bowman, Sarah Y. *Public Personnel Administration*; Brock, Clifton. *The Literature of Political Science*; Harmon, Robert B. *Political Science: A Bibliographical Guide to the Literature*; Holler, Frederick L. *Information Sources of Political Science*; *International Political Sciences Abstracts*; *P.A.I.S.*; *Social Sciences Index*; Sheehy, Eugene P. *Guide to Reference Books*; York, Henry E. *Political Science: A Guide to Reference and Information Sources.*

Classifications That Define Scope of Collection:

320's, HJ, J's

Recommended Collection Level: 3cE

PSYCHOLOGY

Purpose and Emphasis: The collection's primary purpose is to support teaching and research at the Core Curriculum, Baccalaureate, and Master Levels. Baccalaureate degrees offered are the Bachelor of Science in Psychology and the Bachelor of Science in Education. Major areas of concentration in Psychology: Behavior Analysis, Behavior Science, Behavior Modification, Animal Behavior, Child Behavior, Human Assessment, Consumer Behavior, Organizational Behavior. Within the College of Education the major areas of concentration are: Educational Psychology, Elementary Education, or Secondary Education (teaching field Psychology). Additionally, the minor in Psychology is supported. At the Master level support is directed to the Master of Science in Psychology. Further support is provided for the Master of Science in Education and the Education Specialist for those majoring in Secondary Education in the teaching field Social Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than

English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on the United States, Canada, and Western Europe. Selected purchases are made for materials covering Third World and other countries.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias, directories, dictionaries, handbooks, case studies, bibliographies, biographies, analytical research reports, statistical publications, monographs, and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the American Psychological Association. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing psychoanalysis, experimental psychology, applied psychology, counseling, comparative psychology, genetic psychology, and developmental psychology are collected. Historical material dealing with the development of Psychology, including biographies and autobiographies of psychologists, psychotherapists, psychiatrists, and other mental health workers are purchased. Materials on legal and ethical aspects of psychology and works written on a popular level are acquired.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as the budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in Psychology collection development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Psychology. Standard psychological dictionaries, encyclopedias, biographical references; handbooks, directories, yearbooks, and statistical abstracts are regularly updated.

i.) Acquisition Plan Affecting Psychology Collection:

1.) Standing Orders:

Advances in Child Development and Behavior
Annual Review of Psychology
Chicago Psychoanalytic Literature
Human Stress
Mental Measurements Yearbooks
Nebraska Symposium on Motivation
Psychology of Learning and Motivation
Research in Organizational Behavior

2.) Blanket Orders: None

3.) Approval Plans: None

j.) Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; Biology; Education; General Works; Nursing; Philosophy, Ethics, & Religion; Sociology & Social Work

Additional Resources: Online databases, JSU Psychology Clinic, Calhoun-Cleburne Mental Health Center, Alabama Department of Human Resources, Alabama Department of Mental Health, U.S. Department of Health and Human Services

Collection Assessment Tools: ARBA; Bibliographic Guide to Psychology; Books for College Libraries; Borchardt, D.H. How to Find Out in Psychology; Chicago Psychoanalytic Literature Index; Contemporary Psychology; Developmental Disabilities Abstracts; Psychological Abstracts; Reader's Advisory; Recommended Reference Books Annual; Reference Books Bulletin; Sheehy, Eugene P. Guide to Reference Books; Watson, Robert I. Eminent Contributions to Psychology.

Classifications That Define Scope of Collection:

616.89, BF, HN, HQ, QL750-795, QP351-495, RC321-571

Recommended Collection Level: 3cE

SOCIOLOGY AND SOCIAL WORK

Purpose and Emphasis: The collection's primary purpose is to support teaching and research at the Core Curriculum, Baccalaureate, and Master levels. Baccalaureate degrees offered are the Bachelor of Arts or Sciences in Sociology and the Bachelor of Social Work. In addition, the program supports the Bachelor of Science in Education degree for those majoring in the teaching fields of Social Science or Sociology. Minors are offered in Sociology, Social Work, and Gerontology. Further support is provided for the Master of Science in Education and the Educational Specialist degrees for those majoring in Secondary Education in the teaching field of Social Science. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of these studies requires that students and faculty consult related collections in the library.

Collection Guidelines:

a.) Languages: English is the principal language of the collection. Works written in languages other than English are purchased selectively and usually in English translation.

b.) Chronological Coverage: Emphasis is on the 20th-century, but no period is excluded from consideration for the collection.

c.) Geographical Coverage: Primary emphasis is on culture, social relations, social behavior, and society in the United States, but no area is excluded from consideration.

d.) Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Material: Included are encyclopedias; directories; dictionaries; handbooks; statistical publications, analytical research reports, case studies, bibliographies; biographies; monographs; and journals. Pertinent local, state, and federal government documents are acquired, as are the publications and proceedings of professional organizations such as the National Association of Social Workers. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: Publications encompassing social psychology, marriage and family, social histories, theoretical sociology, communities, social pathology, and social classes and races are collected. Historical material dealing with the development of Sociology and Social Work, including biographies and autobiographies of sociologists, social theorists, and social workers are purchased. In addition, materials on the legal and ethical nature of Sociology, Social Work and Gerontology are acquired. Works written on a popular level will be purchased selectively.

g.) Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Sociology and Social Work collection management and development statement. To this end, major English language abstracts, indices, and bibliographies are purchased to provide access to the literature of Sociology, Social Work and Gerontology. Standard sociological, social work and gerontological dictionaries, encyclopedias, handbooks, biographical references, directories, yearbooks, and statistical abstracts are updated regularly.

i.) Acquisition Plans Affecting Sociology & Social Work Collection:

1.) Standing Orders:

Alabama County Data Book
Child Welfare League of America
Gallup Poll: Public Opinion
Human Relations Area Files
Human Relations Area Files Source Bibliography
Indiana Academy of the Social Sciences: Proceedings
International Bibliography of the Social Sciences
Masters Theses in the Arts and Social Sciences
National Association of Social Workers
Public Affairs Information Service
Research in Social Problems and Public Policy

Sociological Review Monographs
Statistical Yearbook

2.) Blanket Orders:

Child Welfare League of America
National Association of Social Workers

3.) Approval Plans:

Child Welfare League of America
National Association of Social Workers

j.) Deselection/Replacement: Currency is not a primary criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; Commerce & Business Administration; Criminal Justice; Education; General Works; Law; Nursing; Philosophy, Ethics, & Religion, Political Science & Public Administration; Psychology

Additional Resources: Online databases, Alabama Department of Human Resources, East Alabama Regional Planning & Development Commission; Calhoun-Cleburne Mental Health Center; U. S. Department of Health & Human Services.

Collection Assessment Tools: Aby, Stephen H. Sociology: A Guide to Reference & Information Sources; ARBA; Books for College Libraries; Conrad, James H. Reference

Sources in Social Work: An Annotated Bibliography; International Bibliography of Sociology; Li, Hong-Chan. Social Work Education: A Bibliography; Sheehy, Eugene P. Guide to Reference Books; Social Science Index; Social Work Research & Abstracts; Sociological Abstracts.

Classifications That Define Scope of Collection:

301-307, 361.3, HM-HV

Recommended Collection Level: 3cE

TECHNOLOGY

Purpose and Emphasis: The collection's primary support is directed to the teaching and research areas of the Baccalaureate Technology program: Electronics Technology, Industrial Management, and Manufacturing Technology. Additional support is directed to the two-year Pre-Engineering curriculum which emphasizes General Engineering, Mechanical Engineering and Electrical Engineering. Secondary support is directed to faculty teaching and research. The interdisciplinary nature of the collection requires that students and faculty consult related collections.

Collection Guidelines:

a). Language: English is the principal language of the collection. Works written in languages other than English are purchased selectively to support technology and engineering research.

b). Chronological Coverage: Primary emphasis is on Technology and Engineering in the late 20th-century, but no period is excluded from consideration for the collection.

c). Geographical Coverage: Primary emphasis is on Technology and Engineering in the United States.

d). Format: Books, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e). Types of Material: Included are introductory works, dictionaries, encyclopedias, directories, bibliographies, technical manuals, "how-to" books, analytical research reports, statistical publications, standards, biographies, handbooks, proceedings, transactions, symposia, monographs, journals and selected government documents. Dissertations and theses are purchased selectively.

f). Treatment of Subject: Publications encompassing the application of knowledge and the understanding of materials and production processes, occupational technology, concepts of management and human relations, marketing, communications, electronics, computer fundamentals, mathematics, physical sciences, applied optics, and graphics are collected. Historical material dealing with the development of the technological and engineering sciences, including biographies and autobiographies of technicians, engineers, and other scientist are acquired. In addition, materials on the legal and ethical aspects of Technology and popular works are purchased selectively.

g). Date of Publication: Current in-print publications receive priority; however, selected retrospective publications are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection reflects and supports the retrospective contents and the current acquisition policies outlined in the Technology collection management and development statement. To this end, major English language abstracts, indices, bibliographies are purchased to provide access to the literatures of Technology and Engineering. Standard technological and engineering dictionaries, encyclopedias, handbooks, yearbooks, directories, biographical references, and statistical abstracts are regularly updated.

i). Acquisition Plans Affecting Technology Collection:

1). Standing Orders:
Yearbook of Science and Technology

2). Blanket Orders: None

3). Approved Plans: None

j). Deselection/Replacement: Currency is of prime importance in the Technology and Engineering fields. Every effort is made to insure that the collection is up-to-date and germane to the programs offered by the Technology Department. Thus, erroneous and dated materials are prime candidates for deselection/replacement, unless they contain some seminal or historical value. Materials for deselection or replacement are evaluated in accordance with the General Collection Management and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Agriculture; Art; Audio-Visual; Chemistry; Commerce and Business Administration; Communications; General Works; Mathematical, Computing, and Information Sciences; Physics and Engineering

Additional Resources: Online databases, Fort McClellan Corps of Engineers, Anniston Army Depot Corps of Engineers, Fort McClellan Chemical School, Abrams Technical Library (Fort McClellan), other academic institutions in the state of Alabama and region

Collection Assessment Tools: Applied Science and Technology Index; ARBA; Books for College Libraries; Business Periodicals Index; Chen, Ching-Chih. Scientific and Technical Information Sources; General Science Index; Fowler, Maureen J. Guide to Scientific Periodicals; Malinowsky, Harold R. Science and Engineering Reference Sources; Parker, C. C. Information Sources in Science and Technology; Sheehy, Eugene P. Guide to Reference Books.

Classifications That Define Scope of Collection:

600-609, 620's, QA, QC, QD, T-TS, UG

Recommended Collection Level: 3bE

WESTERN EUROPEAN LITERATURES

Purpose and Emphasis: Primary purpose of the collection is to support teaching and research for the Core Curriculum and the Baccalaureate programs. Baccalaureate degrees offered are the Bachelor of Arts in Foreign Language and the Bachelor of Science in Education, for those majoring in Foreign Languages in the teaching fields of French, Spanish, or German. Additional support is directed for the minor in Foreign Language and to courses in contemporary and world literature offered through the English Department. The interdisciplinary nature of these studies requires students and faculty to consult related collections in the library.

Collection Guidelines:

a.) Languages: French, German, and Spanish language literary and critical materials are collected in the original language or English translation. Other Western European literary and critical works are selectively collected in English language.

b.) Chronological Guidelines: No limitations.

c.) Geographical Guidelines: Geographical guidelines are dictated by the author's country of origin, thus emphasis is on publications by and about authors from France, Germany, and Spain. Limited selections are made of works by and about authors from other West European-speaking countries.

d.) Format: Books, monographs, periodicals, nonprint media, and selected materials in microforms and machine-readable data files.

e.) Types of Materials: Included are atlases, handbooks, bibliographies, biographies, concordances, dictionaries, directories, encyclopedias, professional proceedings, monographs, and periodicals. Dissertations and theses are purchased selectively.

f.) Treatment of Subject: All literary genres are collected. Publications of major Western European authors and those authors emphasized in the curriculum are given priority. Studies of a bibliographical, biographical, critical, historical, or textual nature are collected intensively. Priority is always given to scholarly works, but a selective number of materials, such as an author's first work, bestsellers, or popular fiction is acquired.

g.) Date of Publication: Current in-print publications receive priority; however, retrospective materials are purchased in available formats as budget permits.

h.) Reference Collection: The Reference Collection mirrors and supports the retrospective contents and current acquisition practices outlined in the Western European Literatures collection management and development statement. To this end, major language abstracts, indices, and bibliographies are purchased to provide access to Western European Literature. Standard literary dictionaries, encyclopedias, handbooks, biographical references, directories, and yearbooks are updated regularly.

i.) Acquisition Plans Affecting the Western European Literature Collection:

1. Standing Orders:

   Annual Bulletin of Historical Literature
   Approaches to Teaching . . .
   Classical and Medieval Literature Criticism
   Comparative Criticism
   Contemporary Authors
   Contemporary Authors -- Autobiography
   Contemporary Authors -- Index
   Contemporary Authors -- Revision Series
   Contemporary Literary Criticism
   Critical Essays Series
   Dictionary of Literary Biography Yearbook
   French XX Bibliography
   German Library
   Glyph
   Goethe in English
   Literature Criticism from 1400-1800
   Magill's Literary Annual
   MLA Directory of Periodicals
   MLA International Bibliography
   Nineteenth Century Literature Criticism
   Poetry Criticism
   Poetry Index Annual
   Short Story Criticism
   Something about the Author
   Something about the Author -- Autobiography Series
   Twayne's Masterwork Studies
   Twayne's World Authors Series
   Twentieth Century Literary Criticism
   Yearbook of Comparative and General Literature

2. Blanket Orders: None

3. Approval Plans: None

j.) Deselection/Replacement: Currency of materials is not a major criterion for assessment, thus deselection/replacement is kept to an absolute minimum. Materials for deselection or replacement are evaluated in accordance with the General Collection and Development Policy statement on Deselection/Replacement.

Related Subject Statements: Audio-Visual; American Literature;, Art; English Literature; General Works; History; Languages and Related Literatures; Music; Philosophy, Ethics, and Religion

Additional Resources: Online databases and other academic institutions in the state of Alabama and the region

Collection Assessment Tools: ARBA; Books for College Libraries; Faulhaber, Uwe K. German Literature: an Annotated Reference Guide; MLA; Palfrey, Thomas R. A Bibliographical Guide to the Romance Languages and Literatures; Sheehy, Eugene P. Guide to Reference Books. Thompson, George A. Key Sources in Comparative and World Literature.

Classifications That Define the Scope of Collection: 830-869, PQ, PT-PZ

Recommended Collection Level: 3bF

APPENDIX

COLLECTION LEVEL INDICATORS

0 OUT OF SCOPE: The library does not collect in this subject.

1 MINIMAL LEVEL: A subject area in which few selections are made beyond very basic works. A collection at this level is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.

1a MINIMAL LEVEL, UNEVEN COVERAGE: Few selections are made and there is unsystematic representation of subject.

1b MINIMAL LEVEL, EVEN COVERAGE: Few selections are made, but basic authors, some core works, or a spectrum of ideological views are represented.

2 BASIC INFORMATION LEVEL: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.

2a BASIC INFORMATION LEVEL, INTRODUCTORY: The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.

2b BASIC INFORMATION LEVEL, ADVANCED: At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth, there is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals that serve to introduce and define a subject. An advanced basic information level is sufficient to support students in basic courses as well as supporting the basic information needs of patrons in public and special libraries.

3 STUDY OR INSTRUCTIONAL SUPPORT LEVEL: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of

classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.

3a BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The basic subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level 3 supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner and the general public, with coverage at all appropriate reading levels.

3b INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The intermediate subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. This subdivision of level 3 supports undergraduate courses, including advanced undergraduate courses, as well as most independent study needs of the clientele of public and special libraries. It is not adequate to support master's degree programs.

3c ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The advanced subdivision of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation; access to appropriate machine-readable data files; and reference tools and fundamental bibliographic apparatus pertaining to the subject. This level supports all courses of undergraduate study and master's degree programs as well as the more advanced independent study needs of the patrons of public and special libraries.

4 RESEARCH LEVEL: A collection that includes the major published source materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.

5 COMPREHENSIVE LEVEL: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

LANGUAGE COVERAGE CODES

Language coverage is closely linked to the collection levels, and the representation of English and foreign language materials is a critical dimension in evaluating collections. Language coverage qualifies and amplifies the collection values and frequently determines the appropriate collection level. Generally, the higher the reported level the broader the language coverage. For example, a collection in History cannot be considered a research collection unless foreign language materials are collected extensively.

The following language codes are to be added to every collection level, acquisition commitment, or collection goal code assigned. A missing language code will be interpreted in the database as an "E" for "predominantly English."

E - English language material predominates; little or no foreign language material in the collection.

F - Selected foreign language material included, in addition to the English language material.

W - Wide selection of foreign language material in all applicable languages.

Y - Material is primarily in one foreign language. (The comments field should indicate the specific language.

COMMENTS

In addition to the numeric summaries of a collection, descriptive comments are very important in describing a collection. They may be used to describe the particular strengths or limits of a subject collection or collecting activity. For example: electronic databases; gaps in publishing or acquisition history; existence of special collections. They also may be general and used to describe special collections or collecting policies that cut across categories and subjects. Information relevant to interdisciplinary topics such as Women's Studies, Black Studies, or regional interest materials can be identified and retrieved by using a 2 letter code in brackets in the comments field (e.g. [WS-1600 vols. median age 1974]).

DIRECTORY OF CDMG MEMBERS

Acquisitions	Sonja McAbee	EXT. 5760	Ground floor
Agriculture	Helen Caver	EXT. 5250	10th floor
Alabama Gallery	Louise Winsor	EXT. 5250	10th floor
American Literature	Harry Nuttall	EXT. 5247	7th floor
Art	George Whitesel	EXT. 5246	6th floor
Audio-Visual	Ron Saska	EXT. 5251	Ground floor
Auxiliary Sciences of History	Tim Moon	EXT. 5252	2nd floor
Biology	Will Henderson	EXT. 5249	9th floor
Chemistry	Will Henderson	EXT. 5249	9th floor
Commerce & Business Administration	Doug Taylor	EXT. 5244	4th floor
Communication	George Whitesel	EXT. 5246	6th floor
Criminal Justice	Doug Taylor	EXT. 5244	4th floor
Director of Print Media	Tom Freeman	EXT. 5757	4th floor
Drama	George Whitesel	EXT. 5246	6th floor
Education	Tom Humphrey	EXT. 5245	5th floor
English Literature	Harry Nuttall	EXT. 5247	7th floor
Family and Consumer Science	Helen Caver	EXT. 5250	10th floor

General Works			
	Tim Moon	EXT. 5252	2nd floor
Geography & Anthropology			
	Linda Cain	EXT. 5253	3rd floor
Geology			
	Will Henderson	EXT. 5249	9th floor
Government Documents			
	Jimmie Williams	EXT. 5238	Ground floor
History			
	Linda Cain	EXT. 5253	3rd floor
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Philosophy, Ethics, & Religion			
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Physics & Engineering			
	Will Henderson	EXT. 5249	9th floor
Political Science & Public Administration			
	Doug Taylor	EXT. 5244	4th floor
Psychology			
	Tim Moon	EXT. 5252	2nd floor
Serials Librarian			
	Mary Bevis	EXT 5254	Ground floor
Sociology & Social Work			
	Doug Taylor	EXT. 5244	4th floor

Technology		
Helen Caver	EXT. 5250	10th floor
Western European Literatures		
Harry Nuttall	EXT. 5247	7th floor

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